

SERVICE PERSON FOR THE MULTIMEDIA LIBRARY

Job Description

Position: NSP TO THE Multimedia Library

Reports to: Head of Multimedia Library

Liases with: 2 other members of the Multimedia Library and other Departments of Alliance Française in the organization of collaborative programmes.

Purpose of the position:

Under the supervision of the Head of the Multimedia Library, the Assistant will be responsible for the planning, coordinating and smooth running of events, activities organised by the library, i.e., activities for Students, language promotion programmes for students, workshops and general library management.

Main Responsibilities:

- ❖ general and daily library management; reception/information/lending/returns
- ❖ activities: Organising and animation of workshop if any
- ❖ students' activities: participation in the organisation of weekly film projections, students', Karaoke sessions, events, organisation of and support for all activities for or by students of Alliance Française.
- ❖ Help promote upcoming programs by sensitising and distributing flyers among students.
- ❖ Help process requests for information and assist customers in their search of resources
- ❖ Assist in the storing, archiving cleaning and shelving of multimedia resources according to the Multimedia Library policy
- ❖ Ensure overall appearance of the library at all times. Correct **furniture arrangement etc**
- ❖ Ensure good care of audio-visual materials and computers
- ❖ Cybercafé: help out, collect monies, see to internet cafe users etc.
- ❖ Help gather statistics on the use of the Library and its resources
- ❖ Assist in the planning and implementing of workshops and centre-related events (such as **FRENCH POETRY, BOOK CLUB, EXHIBITIONS, TANDEM – LANGUAGE PARTNER ...**)
- ❖ **Karaoke:** take songs request and download songs, set up (**General Coordination of karaoke**)
- ❖ **Cine club:** monitor all aspects (logistics, communication tools, reports, program)
- ❖ Face to face communication to students: present activities & resources at the Library

Team Administration:

- ❖ Take minutes of various team and coordination meetings

- ❖ Deal with any other administrative duties in the Library (creation and posting event posters and distribution of flyers, collecting information from relevant departments etc.)
- ❖ Write events reports

Education and Experience:

- B.A in information studies or librarianship, art, literature, French
- Good level in French

Key Competencies:

- ❖ Good communication skills
- ❖ Dynamic, ready to learn
- ❖ Detail-oriented
- ❖ Analytical and problem solving skills
- ❖ Good written, verbal and presentation communications skills
- ❖ Good coordination and events organization skills
- ❖ Customer-oriented and friendly, service-delivery attitude
- ❖ Interest for literature and the arts.
- ❖ Flexible, reliable and able to work within deadlines
- ❖ Good command of MS Office Suite. Fluency in social media a plus

Salary:

Allowance as indicated on NSS contract. + Free French classes

How to Apply:

Send your CV and cover letter to documentaliste@afaccra.org or assist-sg@afaccra.org before Friday 15th March. 2019.