

## **JOB Vacancy** **Library Assistant**

**Position:** Library Assistant

**Reports to:** Head of Multimedia Library

**Liaises with:** Other departments especially Communication and DDL

### **Purpose of the position:**

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

### **Main Responsibilities:**

Library Assistant:

1. Assist the head of the Multimedia library in all management duties.
2. General and daily library management.
3. Be of immediate assistance to the weekly SP students who intern in the library.
4. Ensure all afternoon and evening activities are well carried out.
5. Co-ordinate in the organisation of activities such as Tandem, Book club and French literature & poetry.
6. Promote and communicate all programmes, activities and resources of the multimedia library.
7. Audience development: soliciting sponsorships and other educational institutes for partnerships.
8. Work with the Head of Culture to organise activities that implicate students in cultural activities (literature, poetry, etc.)

### **Team Administration:**

- Take Minutes of various team and coordinating 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.
- Drafting administrative documents and creation of work tools such as files, directories, even reports, minutes, etc.)

**Education and Experience:**

B.A in Librarianship

Experience in book keeping and organizing events.

**Key Competencies:**

Available during evenings and week ends

Ability to speak and write the French language

Ability to work in a multicultural environment

Knowledge in the Ghanaian cultural sector

Flexible, reliable and able to work within deadlines

Good command of MS office suite and internet

Ability to handle social media

Ability to network among students

**Salary:**

The proposed salary is range from 1000ghc to 1200ghc

**How to Apply:**

Send your CV and cover letter to [assist-sg@afaccra.org](mailto:assist-sg@afaccra.org) or documentaliste@afaccra.com before the 3<sup>rd</sup> January, 2020.