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 or documentaliste@afaccra.com before the 3rd January, 2020.