

JOB DESCRIPTION- Technical Librarian

Job purpose

The Technical Librarian will support the effective organization, management, and accessibility of Kigali Public Library's collections and library information systems. The position will be responsible for cataloguing and classifying library materials, maintaining accurate records in the library management system, processing new acquisitions, and supporting collection maintenance and inventory activities.

The role will also provide support to library users and other library staff in accessing and using library resources and systems. The successful candidate should be detail-oriented, organized, technology-oriented, and willing to learn and grow within a modern public library environment.

Duties and Responsibilities

- Catalogue and classify new and existing library materials in accordance with established library standards and procedures.
- Create, update, and maintain accurate bibliographic records in the library
- Process newly acquired books and other resources, including labelling, accessioning, covering, and preparing materials for circulation.
- Conduct regular shelf-reading and ensure that library materials are correctly arranged and easily accessible.
- Assist with stocktaking, inventory, and reconciliation of physical collections with electronic records.
- Identify and report missing, damaged, duplicated, or misplaced library materials.
- Assist with the maintenance, updating, and cleaning of library catalogue records.
- Support circulation activities, including check-in, check-out, renewals, reservations, and membership records when required.
- Assist library users in locating materials and using the online catalogue and other library resources.
- Support the management and organization of digital resources and electronic library materials.
- Assist with the withdrawal, transfer, repair, and replacement of library materials in accordance with library procedures.
- Support library exhibitions, reading activities, outreach programmes, and other KPL activities when required.
- Work closely with other library staff to ensure smooth and efficient delivery of library services.
- Keep up to date with developments in cataloguing, classification, digital libraries, library technologies, and information management.
- Perform any other duties as assigned by the supervisor.

Qualifications and Requirements

- Bachelor's degree in Library and Information Science, Information Management, Records Management, or a related field.
- 1–2 years of relevant experience; recent graduates with relevant internship or practical library experience are encouraged to apply.
- Basic knowledge of cataloguing and classification principles, preferably Dewey Decimal Classification (DDC).
- Familiarity with library management systems, preferably Koha, is an added advantage.
- Basic understanding of bibliographic records and metadata; knowledge of MARC21 or RDA is an advantage.
- Good computer skills and proficiency in Microsoft Office or equivalent productivity tools.
- Strong attention to detail and accuracy in handling information and records.
- Good organizational and time-management skills.
- Good communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Willingness to learn new technologies and adapt to a modern, technology-enabled library environment.
- Fluency in English and Kinyarwanda; knowledge of French is an added advantage.

Application method:

Interested and qualified candidates should submit the following documents:

- Updated Curriculum Vitae (CV);
- Motivation Letter; and
- Copies of relevant academic qualifications.

Applications should be submitted by email to recruitment@kplonline.org.

NB: Only shortlisted candidates will be contacted.