THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)

Hata mnyonge ana Haki

CAJ/JOB/001/05/2025

INDENT FOR THE POSITION OF LIBRARY ASSISTANT II

JOB TITLE	:	**LIBRARY ASSISTANT II**
REPORTING TO	:	**DIRECTOR STRATEGY RESEARCH & COMPLIANCE**
DEPARTMENT	:	**STRATEGY RESEARCH & COMPLIANCE**
JOB GRADE	:	**CAJ 8**
NO. OF POSTS	:	**1**
TERMS OF EMPLOYMENT	:	**PERMANENT & PENSIONABLE**
DUTY STATION	:	**HEAD OFFICE**

DUTIES AND RESPONSIBILITIES

i. Issuing and receiving books;
ii. Compiling statistics of borrowed books;
iii. Assisting users to track reading materials through relevant library system;
iv. Handling general enquiries;
v. Registering new library users;
vi. Searching the database;
vii. Sending reminder notices for overdue publications;
viii. Updating the catalogue;
ix. Shelving new and returned books;
x. Ensuring that shelves are tidy, and publications are filed in their right places;
xi. Assisting users in searching the database and retrieving information from the library;
xii. Grouping information materials accordingly through classification and cataloguing systems;
xiii. Manning the circulation area; and.
xiv. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

(i) Diploma in any of the following disciplines: Library Studies, Information Science or equivalent qualifications from a recognized institution;

(ii) Certificate in Computer Application Skills from a recognized institution.

All interested candidates who meet the job indent for this position are encouraged to apply online through the Commission's e-recruitment portal on or before **9th June 2025** at **5.00p.m**.

The Commission offers equal opportunity to everyone. Youth, women and persons with special needs are encouraged to apply. Only shortlisted candidates will be contacted.

THE COMMISSION SECRETARY
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