

VACANCY ANNOUNCEMENT

Job Summary

Position: Library Assistant (1 post)
Reports To: Head of Training Department
Work Station: Bagamoyo
Apply By: November 23, 2023

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

Ifakara Health Institute seeks a qualified and experienced **Library Assistant**. The individual will oversee all library's daily operations to ensure members have full access to the resources they need for their studies or research.

Duties and Responsibilities

- Manage the library's collection of books, periodicals, and digital resources.
- Assist scholars with the use of reference managers.
- Assist students in finding and checking out materials.
- Keep records of ethical reference books in the library.
- Assist in fostering a passion for academic learning among students by ensuring equal access to information in the library.
- Assist in making effective use of the library services to empower students to become critical thinkers, enthusiastic readers' skillful researchers, and ethical users of the library information.
- Assist in archiving research documents for the Bagamoyo Archive.
- Assist scholars in literature search online.
- Collect, shelve-IHI scholar thesis.
- Keep a record of all documents available in the library.
- Assist the Institute in establishing a digital library.
- Liaise with librarians at Nelson Mandela African Institution of Science and Technology (NM-AIST) to assist Bagamoyo-based scholars in accessing NM-AIST library services.
- Ensure a quiet and welcoming atmosphere for library users.
- Perform other related duties as may be assigned by the supervisor.

Qualification and Experience

- A Diploma in Library Science with a specialization in Digital library.
- Knowledge in recording management and information management.

Ifakara Branch

Off Mlabani Passage
P.o. Box 53 Ifakara
Phone: +255232931572

Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni
P.o. Box 78,373 Dar es Salaam
Phone: +255222774756

Bagamoyo Branch

Off Chuguni Road
P.o. Box 74 Bagamoyo
Phone: +255232440065

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Skills and Competencies

- Excellent organizational and interpersonal skills.
- Knowledge of library systems and cataloging methods.
- Excellent customer service and communication skills.
- Ability to work independently and as part of a team.
- A passion for reading and promoting literacy.
- Ability to use a computer.
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Thursday, November 23rd 2023**. All e-mail application subject lines should include: **LIBRARY ASSISTANT – Training Unit. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager
IFAKARA HEALTH INSTITUTE
#5 Ifakara Street Plot 463 Mikocheni
P.O. Box 78,373
Dar es Salaam, Tanzania
Email: recruitment@ihi.or.tz

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