

Vacancy

Title	Library Attendant (Grade 3)
Faculty/Division	SINU Library
Category	Minor
Stream	GSS
Reports to	University Librarian
Location/Campus	Kukum / Panatina / Ranadi
Regulations	Candidate shall possess the academic/professional qualifications required for Library Attendant (Grade 3) by open advertisement as stipulated under the post.
Summary of Duties	<p>The successful applicant will have to monitor and attend the daily house cleaning, book shelving, and minor book repairing.</p> <p>Conduct any other professional duties as delegated by the supervising officer(s).</p>
Detailed Roles & Responsibilities	
Working	Carry out all standard duties related to the SINU library system. SINU library requires staff in the General Support Service stream to carry a workload of, on average, 37.5 contact hours per week 24/7 except on public holidays in the above-assigned locations if required.
Administration & General Responsibilities	Staff are also expected to participate in University-wide activities commensurate with the roles and responsibilities of the said post.
Minimum Qualifications	<p>To be considered for this position, applicants must have:</p> <p>Educational/Professional Qualifications</p> <p>(1) Form 6</p> <p>AND</p> <p>(2) At least three (3) years experience of the following:</p> <p>(i) Experience in professional housekeeping or library experience in a similar position or both.</p> <p>OR</p> <p>(3) A combination of commercial experience of at least 5-8 years at the commensurate level.</p> <p>(4) Willingness to acquire higher educational qualification of Library and Information Systems after one year of service.</p>

Desirable Attributes	<p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> • Strong physical strength to lift heavy books inside the library. • Standard height is considered to reach the upper level of the bookshelves.
Salary and Benefits	<p>In the range of Minor depending on the rank placement. The University also provides several benefits, like a Cost of Living Adjustment (COLA), fixed at 4% of annual salary, a gratuity of 15% of annual salary paid 6 months, and accommodation may be available by the University Housing policy. The position is subject to 7.5% of salary as the employer's contribution to the national superannuation scheme. The University also provides an attractive conditional leave scheme and leave passages as per the HR policy.</p>
Term	<p>The position is for 5 (five) years under an employment contract. The contract is renewable subject to good performance.</p>