



AFRICAN CHRISTIAN UNIVERSITY
Growing in Grace and Knowledge

EMPLOYMENT OPPORTUNITY

Job Title: Librarian

Immediate Supervisor: Deputy Vice Chancellor – Academics and Labour

Background

The African Christian University (ACU) is established under the auspices of the Reformed Baptist Churches of Zambia to provide tertiary education to glorify God in the African context. ACU is committed to a holistic, life-transforming Christian higher education. This vision is pursued through excellence in scholarship, mentoring, and training for servant-leadership through the student labour program, all rooted in a biblical worldview. ACU aims to produce graduates who are able to bring biblical discernment to all disciplines, as well as excellence and a stewardship mindset to all areas of professional practice.

Our Core Values

In carrying out its vision, ACU is committed to the following core values:

- Biblical worldview (living the Word)
- Lordship of Jesus Christ
- Authority of Scripture
- Reformed in theology
- Excellence in scholarship
- Commitment to mentorship
- Whole-life transformation
- Christ-like servant leadership
- Relevance to African context

Your Values

The Librarian, like all university employees, must be a person who identifies with the core values, and demonstrates this through personal qualities such as respect, humility, integrity and commitment to excellence. One must subscribe to the denominational tradition of the reformed faith or such other similar faith.

Scope of the Role

The librarian oversees collecting, organizing, and issuing library resources, as well as supervising subordinate staff and student interface.

Responsibilities

1. **Library Administration:** Manages day-to-day operations of library services, develops and administers operational policies and procedures of the library, Recommends and monitors the library budget, prepares and submits reports as requested by various departments and agencies, supervises library staff and evaluates each library staff member on at least a yearly basis.
2. **Collection Management and Acquisitions;** Manages collection development for books, journals, and electronic resources, in consultation with the DVC (Academics and Labour) and ACU Faculty, acquires books and other resources reflecting the needs of the faculty and students of ACU, evaluates and determines the suitability of donated materials to the library.
3. **Cataloguing and Book Circulation;** Catalogues all print resources, including monographs, serials, music, and other formats acquired, improves existing library cataloguing system and processes, determines and maintains the Library circulation policies and supervises the circulation desk and Reserve Collection, streamlines and digitizes the library's circulation system, works collaboratively with libraries that are members of the Zambia Libraries Consortium (ZALICO) (of which ACU is a new member) to establish an Inter-Library Loan system.

Qualifications and Experience

The applicant should have the following qualifications:

1. A Master's degree from an ALA-accredited Library/Information Science programme, or equivalent
2. **Required,**
 - At least two years of professional library experience, preferably in an academic environment
3. **Preferred**
 - Minimum of two years supervisory or management experience in a library, with duties of directing and administering library services; long-range planning; and budget planning and management
 - Experience in using all aspects of KOHA
 - Experience in using Moodle

Competencies and Attributes

- Conversant with ACU and its culture and must hold to the biblical reformed world view and biblical cultural mandate of ACU.
- Knowledge of current trends in libraries in Higher Education
- Familiarity with library automation system, electronic library collections, chat services, learning management systems, social-networking and web-authoring tools
- Demonstrates excellent communication skills (oral and written)
- Competent in the use of computerized record management systems and computer programs such as Microsoft Excel.
- Ability to take initiative and work well with a team.

Interested Candidates should address their applications with a cover letter, testimony of faith and detailed CV and all relevant academic and professional qualifications to:

Attn: The Human Resources Director

African Christian University

P.O. Box 320161

LUSAKA, Zambia

Email: human.resources@acu-zambia.com

Closing date for receipt of applications: 1st September 2021.

NOTE: Only successful candidates will be contacted.