

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
COMMISSION ON ADMINISTRATIVE JUSTICE
2ND FLOOR, WESTEND TOWERS – WAIYAKI WAY
P O BOX 20414 CITY SQUARE 00200
NAIROBI**



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