

EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to “Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

LIBRARIAN

Reporting to the **PRINCIPAL KCHS**.

Purpose: To glorify God by managing, organizing, evaluating and disseminating information and providing support to members of Kijabe College of Health Sciences community including students, researchers and lecturing staff.

Job Duties and Responsibilities

- Facilitate and support learning by teaching information retrieval skills to students and staff
- Develop and manage collections of books and journals (both paper and electronic)
- Account for all the library resources through inventory, records management and stocktaking
- Implement library and information policies and procedures
- De-accessioning outdated textbooks and other books no longer required (weeding)
- Sorting and re-shelving library materials
- Obtain copies of journal articles via online resources or interlibrary loans with other medical libraries

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's degree or Diploma in Library and Information Science
- Familiar with library systems e.g. KOHA
- Good Cataloging and shelf organization skills



How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal <https://recruit.kijabehospital.org>

Your application should be submitted no later than **Tuesday, June 17, 2025**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.

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