

# THE COMMISSION ON ADMINISTRATIVE JUSTICE

## (Office of the Ombudsman)



**Hata mnyonge ana Haki**

**CAJ/JOB/003/09/2025**

### **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 **14<sup>th</sup> October 2025 at 5.00p.m.** Those who had applied earlier are encouraged to re-apply.

**Prepared by: - SENIOR HUMAN RESOURCE MANAGEMENT OFFICER**

**Reviewed by: - ASSISTANT DIRECTOR HR&ADMINISTRATION**

**Approved by: - DIRECTOR SRC**

