

# 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

<b>JOB TITLE</b>	:	<b>LIBRARY ASSISTANT II</b>
<b>REPORTING TO</b>	:	<b>DIRECTOR STRATEGY RESEARCH &amp; COMPLIANCE</b>
<b>DEPARTMENT</b>	:	<b>STRATEGY RESEARCH &amp; COMPLIANCE</b>
<b>JOB GRADE</b>	:	<b>CAJ 8</b>
<b>NO. OF POSTS</b>	:	<b>1</b>
<b>TERMS OF EMPLOYMENT</b>	:	<b>PERMANENT &amp; PENSIONABLE</b>
<b>DUTY STATION</b>	:	<b>HEAD OFFICE</b>

## 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: -  
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**ASSISTANT DIRECTOR HR&ADMINISTRATION**

Approved by: -  
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**DIRECTOR SRC**