



Dated: 7th July 2023

JOB ADVERT

ABOUT THE UNIVERSITY

Clarke International University (CIU) [formerly, International Health Sciences University (IHSU)] is one of the leading Private Universities in Uganda, established in 2005 by Dr. Ian Clarke with an aim of improving the training of Human Resources for Health. The University currently has 4 faculties i.e., Institute of Public Health & Management, Institute of Allied Health Sciences, School of Nursing and Midwifery, and the School of Business and Applied Technology that offer a wide range of Health and Business / Applied technology related courses. Our vision is; - “A values-based university that inspires leadership, critical thinking, innovation, and outstanding academic training that transforms communities”, with a mission of preparing students for global leadership, and to be catalysts for transformation.

The university seeks to fill the following position/s.

Job Title: LIBRARY CLERK (FULL TIME)

Reporting to: UNIVERSITY LIBRARIAN / DESIGNATE

JOB SUMMARY

This is routine clerical work in the library involving basic maintenance and security support services to the University library users.

SUMMARY OF KEY DUTIES AND RESPONSIBILITIES:

1. Ensuring security of the users and all items within the library.
2. Manage book stamping and spine labeling.
3. Assist in the physical upkeep of library materials, e.g., the repair and/or cleaning of books and other print materials.
4. Ensuring that the library is clean and pleasant for readers.
5. Monitoring the number of users during Library opening hours, as well as taking note of all new visitors in the library.
6. Any other duties as may be assigned by the University Librarian / designate.

REQUIRED QUALIFICATIONS / PERSON SPECIFICATIONS:

- Must hold a Uganda Advanced Certificate of Education (U.A.C.E) or the equivalent.
- A diploma in education / security training and; experience in working with institutional libraries will be an added advantage.
- Fluency in English and any other international language is desirable.
- Good Time keeper, and Team player.
- Willingness and ability to learn

APPLICATIONS:

Interested candidates should clearly state the job position they are applying for in the subject field, and should submit the following;

- + One-page summary of your qualifications and experience, indicating how you meet the expected skill-set and competencies for the position.
- + Your Curriculum Vitae (CV) in English (please include your current residence address, telephone number, and email address, date of birth, gender and nationality);
- + Copies of Academic papers (Certified Academic documents are required)
- + Name(s) and full contact details of at least three (03) referees.

Applications should be sent to;

The Human Resources Manager; Clarke International University

Email: hr@ciu.ac.ug

Deadline for Submission: Friday, 21st July at 17:00hrs

Clarke International University (CIU) is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply.

Note: Only short-listed candidates will be contacted.