

## **ADVERTISEMENT FOR LIBRARY AND INFORMATION ASSISTANT'S POSITION**

The International Council of African Museums (AFRICOM), a membership based international NGO for heritage professionals and stakeholders, invites qualified candidates to send applications for the position of Library and Information Assistant.

AFRICOM strives to enhance the safeguarding, conservation and sharing of African heritage resources, through resource mobilization, advocacy, capacity building, networking and awareness, towards the achievement of a rich and vibrant heritage in Africa.

**Job Purpose:** Make AFRICOM heritage resources accessible to a broader membership and other interest groups.

**Main Responsibilities:** Reporting to the Programmes Manager, the Library and Information Assistant's main responsibilities shall include:

- Press, Public Relations and Publications activities.
- Organizing AFRICOM's campaigns and working closely with the Programmes Manager and Membership Officer to promote the work of AFRICOM.
- Development, maintenance and up-dating of AFRICOM's Web site and supporting AFRICOM's growing electronic infrastructure.
- Keep regular contact with journalists, customs officials and INTERPOL on the issue of illicit traffic in cultural material and other hot issues in the heritage sector
- Provide editorial support for Newsletter and other publication work, including research, writing articles, soliciting articles and information, and liaising with translators and designers.
- Online distribution of AFRICOM publications.
- Redesigning and reorganizing of the AFRICOM Web site.
- Help visitors who come to the Information Centre and reply to the many questions on a wide variety of subjects that are received by telephone, letter and Email.
- Cataloguing and indexing of in-coming publications/other acquisitions.
- Custodian of library books and other material
- Lending of library resources
- Updating and maintaining the library database
- Downloading articles and newsletters on cultural heritage for e-journal
- Update inventory of physical assets including computer equipment
- Manage/Maintain custody/records of stationery stock
- Manage/Maintain custody/records of promotional merchandise
- Management and updating of AFRICOM's website / posting of relevant information to AFRICOM-L

### **Qualifications:**

- At least a Diploma in Library and Information Studies from a recognized institution with two years work experience

**Other competencies/requirements:**

- At least Two (2) years experience working in the heritage field
- Excellent ICT skills that must include website development and management
- Experience in managing on line resources such as e-journals
- Excellent verbal and written communication skills
- Bilingual (French/English)
- Candidates must be permanent residents of Kenya

**Terms:** The position shall be a One-Year renewable and incentive based contract. Starting salary and benefits shall be competitive, but commensurate with qualifications and experience. The appointed candidate shall be based in Nairobi.

Only those meeting all the above requirements need apply.

Deadline for Applications: **23<sup>rd</sup> June 2008.**

Interested and suitably qualified individuals should forward their applications, enclosing copies of their academic and professional certificates, with the detailed CVs indicating: work experience, current remuneration and employer, telephone contacts and names and contacts of three professional referees to:

The President  
AFRICOM  
P.O. Box 38706, Ngara, 00600, Nairobi,  
Kenya.

OR through:

E-mail: [secretariat@africom.museum](mailto:secretariat@africom.museum)  
Fax: +254 20 3748928

Only short-listed candidates will be notified.

**Canvassing will automatically disqualify any candidate!**