



CENTRAL BANK OF SWAZILAND

UMTSHOLI WEMASWATI

VACANCY (1)

Assistant Librarian

Applications are invited from suitable and qualifying candidates to fill the position of Assistant Librarian that exists in the Economic Policy Research & Statistics (EPRS) Department.

PRIMARY PURPOSE OF THE JOB

Assists in managing the Bank's library which has a diverse collection of books, periodicals, Central Bank publications, Law Journals, Government Gazettes & statutes etc. Ensure the safe storage of information which is used by the Bank at large, particularly the Economic Policy Research & Statistics Department and external stakeholders.

KEY FUNCTIONS OF THE JOB

- Facilitates easy access of reading materials to users, issues books and Periodicals and other library materials on a daily basis to ensure that Bank's Staff and other interested parties have relevant materials for their respective purposes.
- Monitor issued materials to Banks Staff and public on daily basis, retrieve overdue library material to ensure that Library materials are returned and available to other interested parties.
- Assist in having a reliable network with other domestic and international libraries, facilitate exchange of publications with other domestic and

international libraries, and provide these organizations with correct information about the Bank to ensure that the Bank's Library remain relevant and up to date.

- Collects and compiles latest news regarding Bank's employees' attendance to conferences, seminars meetings, workshops and courses to be published in the Quarterly Report and CBS Newsletter to ensure that Staff and other stakeholders are aware of latest developments within the Bank.
- Receives and open mails and periodicals, shelves and arranges publications, periodicals and books on daily basis, retrieves and stores all outdated library materials at the storeroom to ensure that all library materials are kept in a standardized manner, according to international best practice and to keep the work area tidy.
- Circulates a list of additions (new publications) to all departments twice a month to ensure that Bank's staff are aware of latest information they can access in the library.
- Monitors and maintains a computerized Library program and updates the system with latest acquisitions to ensure the proper recording of all library materials into the system for safe storage of information and easy access to all library material.

QUALIFICATION

- Certificate in Records Management or any other relevant qualification.

EXPERIENCE

- A minimum of 4-5 years relevant experience.

SKILLS AND COMPETENCIES

- Records Management.
- Computer Literacy, especially on library based software, Micro-soft, email, Internet.
- Communication Skills-oral and written.
- Planning.
- Information searching manually & electronically.
- Short-term Records Management Programs.

- Marketing of Library and Information Skills.
- Ability to work under pressure.

REMUNERATION

The Bank offers a competitive remuneration package, commensurate with relevant qualifications, value add and experience.

DEADLINE

Applications with detailed CV and academic qualifications should be mailed electronically to the **Human Resources Manager** on or before the close of business on the 21st August 2017. The mail address to be used is recruitment@centralbank.org.sz and the **applications should clearly indicate the post applied for in the “subject” box**. Please note that only shortlisted candidates will be contacted. Should an incumbent not hear from the Bank within two weeks of the closing date of this communication, please consider the application unsuccessful.