



LESOTHO COLLEGE OF EDUCATION

EXTERNAL ADVERTISEMENT

The Lesotho College of Education (LCE) is seeking applications from qualified individuals for the position of **Library Attendant** tenable at the Thaba-Tseka campus, offered on a fixed term contract of one year two months (14 months). Those interested in obtaining further details about the role, can visit the Human Resource Office located in the Administration Building at the LCE Maseru campus.

Job Summary:

The Library Attendant, working under the general supervision of the Library Assistant, will be responsible for delivering general library services, organizing the library collection, and assisting patrons with internet usage. The incumbent will be required to work rotational shifts, that include evening, and weekend hours to ensure the continuous delivery of library services.

Main Duties

Assume the following responsibilities as Library Attendant at TTC Library:

- a) Provide circulation desk services to ensure orderly exchange of information materials;
- b) Assists users with use of internet and online Public Access Catalogue (OPAC) for effective and efficient information retrieval;
- c) Performs paper clipping to ascertain availability of useful material for reference, SDI and research services;
- d) Records daily statistics of borrowed items for collection development and report;
- e) Sending reminders for overdue books to ensure proper sharing of information;
- f) Ensures adherence to library rules and regulations to prevent theft, disorder and vandalism;
- g) Assists in the orientation of new students to enlighten them on the appropriate use of library facilities;
- h) Facilitates orderly sharing of resources on reserve services to ensure fair use of scarce resources;
- i) Assists in processing and automation of library collection to develop an OPAC;
- j) Participates in stocktaking, shelving and shelf reading of library materials for easy access and maintenance of records;
- k) Assists in typing of book cards and spine labels of library materials for easy access;
- l) Responsible for labeling of shelves for guidance to relevant information materials;
- m) Assists in the processing of library materials where necessary for easy access.

- n) Performs any other relevant activities as directed by the immediate supervisor or other Senior Library staff to accomplish the objective of the library.

SPECIAL CONDITIONS: The incumbent shall rotate on daily, evening and weekends shifts for consistent provision of library services.

Knowledge, Skills and Attributes

- Basic Computer knowledge
- Data processing skills
- Good communication skills
- Interpersonal skills
- Good contact and of sober habits

Qualifications and Experience

- Diploma in Library and Information Studies, plus 3 years working experience
OR
- Diploma in Library and Information Studies, plus practical attachment in Library or Information Centre.
- Any other qualification in library studies above diploma, is an added advantage.

TO APPLY:

Applicants are required to submit their applications through the online application system, available on the College's website at www.lce.ac.ls. Please upload your curriculum vitae (CV), scanned certified copies of educational certificates, transcripts, and identification documents in PDF format by **Friday 9th May 2025**.

DISCLAIMER: The College reserves the right to appoint or not appoint any of the applicants.
NB:

- Incomplete application packages will not be considered.
- Only short-listed candidates will receive formal communication.
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