EXTERNAL ADVERTISEMENT- LIBRARIAN

PREAMBLE

Lesotho College of Education (LCE) is a public higher education institution established under the Lesotho College of Education Act 1997 and the Higher Education Act 2004. The main function of the College is to educate and train quality teachers for the education system of Lesotho and for active participation in national and global development.

The College wishes to appoint an innovative and highly motivated candidate with exceptional management skills to fill the position of **Librarian**.

CONTRACT DURATION

4 year contract (Renewable based on performance)

JOB SUMMARY

Under the supervision of the College Rector the Librarian will provide strategic, professional and managerial leadership for Library Services and ensure that the College community has effective access to relevant, high-quality print and electronic information resources that support teaching, learning, research and institutional knowledge management.

KEY DUTIES AND RESPONSIBILITIES

- Provide strategic direction and professional leadership for Library Services in line with the College's strategic priorities.
- Develop, implement and periodically review library policies, plans, standards, procedures and service improvement initiatives.
- Lead the development and management of the library collection, including print, electronic and other information resources.
- Oversee acquisition, cataloguing, classification, preservation, circulation and access to library resources.
- Ensure effective delivery of user-focused library and information services to students, academic staff, administrative staff and other authorized users.
- Lead the development and integration of digital library services, electronic resources, institutional information services and emerging library technologies.
- Prepare and manage the Library's operational plans, budgets, resource requirements and performance reports.
- Advise college management on library development, information resources, technology, space, equipment and service standards.

- Establish partnerships and professional networks with other libraries, higher education institutions, professional bodies and relevant information providers.
- Promote information literacy, research support, academic engagement and effective use of information resources.
- Ensure compliance with applicable copyright, licensing, information management, institutional and professional requirements.
- Supervise, coach and develop library staff and promote a professional, service-oriented work culture.
- Monitor service performance and user satisfaction and implement corrective and improvement measures.
- Represent Library Services in college committees, planning processes and other forums as delegated.
- Undertake any other duties appropriate to the position and assigned by the Rector.

QUALIFICATION AND EXPERIENCE

QUALIFICATION

A relevant postgraduate qualification in Library and Information Science/Library and Information Studies or an equivalent recognized professional qualification, with appropriate professional experience and demonstrated management capability.

EXPERIENCE

- **PhD**: 5 years of experience in higher education, including 3 years in senior leadership role.
- **Masters**: 7 years of experience in higher education, including 5 years in senior leadership role.

PROFESSIONAL MEMBERSHIP

Applicant must be a member of Lesotho Library association.

KNOWLEDGE AND SKILLS

Knowledge:

- Sound knowledge of Library and Information Science principles, library administration and information management practices.
- Knowledge of collection development, cataloguing, classification, acquisition and preservation of library resources.
- Knowledge of digital libraries, electronic databases, library automation systems and information retrieval technologies.

- Understanding of copyright, intellectual property rights, information literacy and research support services.
- Knowledge of library budgeting, resource allocation, policy development and performance monitoring.
- Understanding of institutional policies, regulatory requirements and professional standards governing library services.

Skills:

- Strategic leadership, planning and organisational skills.
- Effective library management and resource utilisation skills.
- Computer literacy and proficiency in digital information management systems.
- Strong communication, report-writing and presentation skills.
- Analytical, problem-solving and decision-making skills.
- Budgeting, financial monitoring and resource management skills.
- Stakeholder engagement and collaborative working skills.
- Supervisory, staff development and team management skills.
- User support, service orientation and information literacy training skills.
- Monitoring, evaluation and reporting skills.
- Ability to manage multiple priorities and deliver services within stipulated timelines.

HOW 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)**, **certified copies of educational certificates**, **transcripts**, **verification and/or evaluation certificate from Council on Higher Education (CHE)** and certified copy **National ID** in PDF format by **9th December 2026**.

Disclaimer

- Only applications that meet the minimum requirements will be considered
- Incomplete application packages will not be considered.
- Only short-listed candidates will be contacted.
- The College reserves the right to appoint or not appoint any of the applicants
- Late applications will not be accepted