



Salaries & Remuneration
Commission
Rewarding productivity

Jaramogi Oginga Odinga University of Science and Technology Library

April 2017



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1. Introduction

1.1. Organisation Design

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is one of the younger universities in the country. Its recent history dates back to 2009, when Bondo University College, with a student population of only 200 students took over the Bondo Teachers' Training College premises. Bondo University College was established as a constituent college of Maseno University through Legal Order No. 56 of May 11, 2009. .

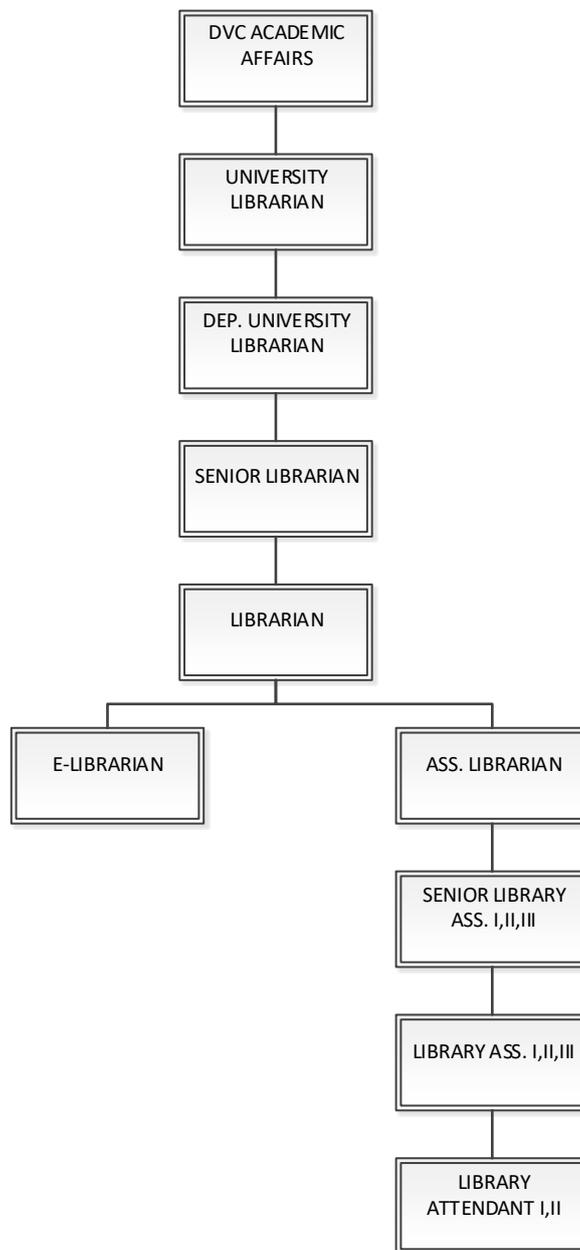
JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16th public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

Located 70 kilometres west of Kisumu in Bondo Town of Siaya County is the main campus. The university also has three other campuses / Learning Centres; Nambale, Kisumu and Kisii.

JOOUST's vision is to be '**A beacon of excellence and global leader in University Education for sustainable development**' while its mission is to provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity.

This job description manual consists of jobs that were analysed in Jaramogi Oginga Odinga University of Science and Technology. It contains job descriptions which are documented from information provided by job holders and validated by their respective supervisors from the job analysis exercise that was concluded in March 2017.

2. Library



Library Organisation Structure

2.1 University Librarian

1. Background Information			
Job Title: University Librarian	Job Level: JOOUST/LIB/004	Current Grade: 15	No. of Posts: 1
Institution: Jaramogi Oginga Odinga University of Science And Technology		College/ School / Faculty: Main Campus	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Library	
Reports to: DVC Academic Affairs			
Direct Reports: Deputy University Librarian		Indirect Reports: Senior Librarian	
2. Purpose of the Job:			
The purpose of the job is to ensure that the library collection development is current, relevant and up-to-date in print and electronic format to support the learning, teaching and research activities of the university.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities:			
<ul style="list-style-type: none"> a) Develop departmental policies to guide the department on its goals and objectives as aligned to the universities vision and mission b) Come up with departmental strategies on computerization and automation of its information resources to reach the students within and outside the university c) Prepare departmental budgets on staff establishment, furniture, equipment through annual, quarterly and monthly reports. d) Prepare of departmental work plans to enable smooth work flow and effective supervision e) Tasking individual supervision as part of delegated responsibility for effective work flow f) Identify staff needs and align them with the training needs through workshops, seminars and short courses g) Organize for opportunities for benchmarking to improve on the service delivery by the selected staff. h) Supervise staff performance based on their duties and responsibilities to achieve the set out objectives of the department. i) Supervise students on internship of the Bachelor of Science in Library and Knowledge Management from the School of Informatics and Innovative systems to achieve the academic requirement for their graduation 			

Operational Responsibilities:

- a) Publish articles on library related areas in an international journal to add onto to the existing literature in library science.
- b) Receive and act on monthly, weekly and daily reports from sectional heads.
- c) Source grants for example book grants from various foundations and international partners to bridge the information gap in the library
- d) Conduct monitoring and evaluation exercise on the utilization of e-resources in the university to ascertain the impact on use by the students and the faculty staff.
- e) Develop proposals on the establishment of a Resource Centre in the library as part of the income generating activity in the university
- f) Write periodic reports on the use of e-resources as part of performance contract to promote the learning, teaching and research activities in the university Answer to the information needs of the students (undergraduate and postgraduate) and faculty staff on class and research work
- g) Respond to external stakeholders information requests on collaborations or supply of information materials to the library
- h) Reply to correspondences received and review daily enquiries on service provision in the library
- i) Participate on various committee meetings of the university e.g Senate which is in charge of all academic matters of the university
- j) Participate in the Deans Committee meetings a committee of the Senate
- k) Participate in the Research, Publications and Press Committee on research priorities in the university
- l) Participate in the Planning, Development and Establishment Committee and reports to senate on planning and development of the university
- m) The secretary to the Library and Bookshop Committee and makes recommendations on the operations and management of the library and the bookshop.
- n) Sits on the Staff training and Development Committee which reviews the training policy, criteria for appointments, appraisals and promotions in the university
- o) Participates in the Budget Preparation and Allocation Committee meetings to make recommendations on the allocation of resources and drawing an annual procurement plan for the department

4. Job Dimensions:***Financial Responsibilities***

- a) Facilitate the development of the library's budget
- b) Approval and authorisation of requests as the departmental AIE (Authority to Incur Expenditure) holder to ensure wise financial control and reduce misuse of funds.
- c) Lead preparation of procurement plans in line with the allocated budget

Responsibility for physical assets

- a) Office Space, Furniture and Fittings, Stationery, Photocopier, Scanner, numbering machine, book shelves, computers
- b) Prudent management of Utilities (Electricity, Water, Internet Connection, Phone)
- c) Reading carrels, computer tables, Reading Materials and Resources
- d) University vehicle when on official university assignment

Nature of decision making

- a) Strategic decisions
- b) Financial decisions
- c) Analytical decisions
- d) Operational decisions

5. Qualifications Knowledge and Skills:***Minimum level of academic qualifications required to perform effectively in the role***

Doctor of Philosophy (PhD) in Library and Information Science

Minimum level of professional qualification required to perform effectively in the role

Member of Kenya Library Association (KLA)

Minimum level of knowledge that would be regularly applied to the job

- a) Computer literacy
- b) Budgeting skills
- c) Knowledge of relevant legislation e.g. Constitution of Kenya
- d) Knowledge of professional standards e.g. International Organization for Standardization (ISO)
- e) Publications in refereed journals,
- f) Published research findings in international journals
- g) In-depth professional/discipline specific knowledge and experience in a specialized field or broad knowledge of a number of fields

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Leadership skill
- b) Communication skill
- c) Interpersonal skills
- d) Organizational skills
- e) Ability to work under pressure
- f) Negotiation skill
- g) Team building
- h) Problem solving
- i) Conflict management
- j) Supervisory skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

- a) Internalization of the Commission for University Education Standards (CUE) of 2014
- b) Clearance from Higher Education Loans Board
- c) A member of Kenya Library Association
- d) Published at least one article in and International Journal
- e) Compliance with chapter 6 of the constitution.

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

15 years of experience

10 years of which 3 should be at the level of Deputy University Librarian

Masters degree holders to have 15 years experience

7. Problem Solving:

Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Written Government policy documents affecting the job holder's area of responsibility
- f) Current legislation affecting the job holder's area of responsibility

- g) Articles and research products affecting the job holder's area of responsibility
- h) Complex research findings published in scientific journals
- i) Program, system or design specifications
- j) Factual reports on aspects of the institution such as policy guidelines
- k) Complex financial reports
- l) In depth technical reports, proposals or project briefs affecting one or more departments
- m) Complex commissioned reports, proposals or project briefs affecting more than one departments

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Detailed verbal or written instructions or requests to employees of the
- i) Detailed e-mail, fax or mail correspondence
- j) Drafting of factual reports, presentations, procedure or policy documents or training material
- k) Drawing up program, system, technical or design specifications
- l) Drawing up and amending contracts/drafting of legal documents
- m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise
- o) Negotiation with customers/clients or suppliers over price, contracts or services
- p) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- q) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- r) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- s) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

Has a significant influence on the strategic direction of a department/faculty

10. Influence:

Job holder's influence over practices, policies or strategy:

Has a strong influence on the strategic direction of more than one departments

Job holders' influence over subordinates and colleagues:

Allocate work, Coordinates, Supervises and Leads about 20-30 subordinates.

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- a) Convey information inside the department, outside and at senior management level
- b) Persuade inside the department, outside and at senior management level
- c) Negotiate inside the department, outside and at senior management level

11. Other responsibilities assigned outside of the core responsibilities of the job:

- a) Establish linkages with the International Network for the Availability of Scientific Publications (INASP) to bridge the knowledge gap on scientific publications for research activities in the university
- b) Establish contacts international learning institutions for example with the United States of America e-library to facilitate learning and teaching activities within university Campuses in Nairobi, Kisumu and Kisii.
- c) Establish contact with the Kenya Library and Information Science (KLISC) consortium as part of cost sharing in the purchase of electronic resources for the students and faculty staff in public and private universities in Kenya
- d) Participate in annual Agricultural Society of Kenya shows and exhibitions to enhance the knowledge required by the public and the researchers towards agricultural and industrial growth.
- e) Organize local tours by presenting donations and giving lectures on career growth in the profession for both boys and girls
- f) Develop syllabus for Diploma in Library and Knowledge Management in response to the demand of the course within the region and the republic
- g) Develop the syllabus for the Bachelor of Science in Library and Knowledge Management in response to the demand of the course within the region and the republic

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

2.2 Deputy University Librarian

1. Background Information			
Job Title: Deputy University Librarian	Job Level: JOOUST/LIB/005	Current Grade: 14	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science And Technology		College/ School / Faculty: Main Campus	
Directorate/Division: Academic Affairs N/A		Department/ Section/Unit: Library	
Reports to: University Librarian			
Direct Reports: Senior Librarian		Indirect Reports: Senior Library Assistant	
2. Purpose of the Job:			
To ensure that the library users are provided with information resources that meet their learning, teaching and research activities for academic excellence			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities:			
<ul style="list-style-type: none"> a) Develop departmental policies to guide the department on its goals and objectives as aligned to the universities vision and mission b) Supervise students on internship of the Bachelor of Science in Library and Knowledge Management from the School of Informatics and Innovative systems to achieve the academic requirement for their graduation c) Prepare departmental budgets on staff establishment, furniture, equipment through annual, quarterly and monthly reports. d) Come up with departmental strategies on computerization and automation of its information resources to reach the students within and outside the university e) Prepare of departmental work plans to enable smooth work flow and effective supervision f) Tasking individual supervision as part of delegated responsibility for effective work flow g) Identify staff needs and align them with the training needs through workshops, seminars and short courses h) Organize for opportunities for benchmarking to improve on the service delivery by the selected staff. i) Carry out staff supervision, appraisals, training as well as allocation of duties and responsibilities to achieve the set out objectives of the department. 			

Operational Responsibilities:

- a) Generation of information literacy programs to support effective access to information for learning and lifelong skills
- b) Participate in teaching the information skills course as directed by the domicile department as a contribution to academic program.
- c) Develop the syllabus for the Bachelor of Science in Library and Knowledge Management in response to the demand of the course within the region and the republic
- d) Maintain inventories, compile statistics and generate reports as required for performance contract reporting.
- e) Proposal writing for small grants to support the operations of library, for example in training staff and users for capacity building to enhance information usage.
- f) Conduct monitoring and evaluation exercise on the utilization of e-resources in the university to ascertain the impact on use by the students and the faculty staff.
- g) Write periodic reports on the use of e-resources as part of performance contract to promote the learning, teaching and research activities in the university
- h) Process library resources for placement on library shelves for easy retrieval by users.
- i) Analyze and evaluate information services technology and media and advice on budgets in relation to budget allocations and purchases for a balanced information collection.
- j) Respond to external stakeholders information requests on collaborations or supply of information materials to the library
- k) Reply to correspondences received and review daily enquiries on service provision in the library
- l) Participate on various committee meetings of the university e.g Senate which is in charge of all academic matters of the university
- m) Participate in the Research, Publications and Press Committee on research priorities in the university
- n) Participate in the Planning, Development and Establishment Committee and reports to senate on planning and development of the university
- o) Participate in the Library and Bookshop Committee and makes recommendations on the operations and management of the library and the bookshop.
- p) Sits on the Staff training and Development Committee which reviews the training policy, criteria for appointments, appraisals and promotions in the university
- q) Participates in the Budget Preparation and Allocation Committee meetings and making recommendations on the allocation of resources and drawing an annual procurement plan for the department

4. Job Dimensions:***Financial Responsibilities***

Participate in preparation of departmental Budget

Responsibility for physical assets

- a) Office Space, Furniture and Fittings, Stationery, Photocopier, Scanner, numbering machine, book shelves, computers
- b) Prudent management of Utilities (Electricity, Water, Internet Connection, Phone)
- c) Reading carrels, computer tables, Reading Materials and Resources
- d) University vehicle when on official university assignment

Nature of decision making

- a) Strategic decisions
- b) Financial decisions
- c) Analytical decisions
- d) Operational decisions

5. Qualifications Knowledge and Skills:***Minimum level of academic qualifications required to perform effectively in the role***

Masters in Library and Information Science or its equivalent

Minimum level of professional qualification required to perform effectively in the role

Member of Kenya Library Association (KLA)

Minimum level of knowledge that would be regularly applied to the job

- a) Computer literacy
- b) Budgeting skills
- c) Knowledge of relevant legislation e.g. Constitution of Kenya
- d) Knowledge of professional standards e.g. International Organization for Standardization (ISO)
- e) Publications in refereed journals,
- f) Published research findings in international journals
- g) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Leadership skill
- b) Communication skill
- c) Interpersonal skills
- d) Organizational skills
- e) Ability to work under pressure
- f) Negotiation skill
- g) Team building
- h) Problem solving
- i) Conflict management
- j) Supervisory skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

- a) Internalization of the Commission for University Education Standards (CUE) of 2014
- b) Clearance from Higher Education Loans Board
- c) A member of Kenya Library Association
- d) Published at least one article in and International Journal
- e) Compliance with chapter 6 of the constitution.

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

9 years of experience

7. Problem Solving:

Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Written Government policy documents affecting the job holder's area of responsibility
- f) Current legislation affecting the job holder's area of responsibility
- g) Articles and research products affecting the job holder's area of responsibility
- h) Complex research findings published in scientific journals
- i) Program, system or design specifications
- j) Factual reports on aspects of the institution such as policy guidelines
- k) Complex financial reports
- l) In depth technical reports, proposals or project briefs affecting one or more departments
- m) Complex commissioned reports, proposals or project briefs affecting more than one departments

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Detailed verbal or written instructions or requests to employees of the
- i) Detailed e-mail, fax or mail correspondence
- j) Drafting of factual reports, presentations, procedure or policy documents or training material
- k) Drawing up program, system, technical or design specifications
- l) Drawing up and amending contracts/drafting of legal documents
- m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites
- n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise
- o) Negotiation with customers/clients or suppliers over price, contracts or services
- p) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- q) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- r) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
- s) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Has a strong influence on the strategic direction of more than one departments

Job holders' influence over subordinates and colleagues:

Allocate work, Coordinates, Supervises and Leads about 20-25 subordinates.

Job holders' influence over people outside the directorate but within the institution and people outside the institution

- a) Convey information inside the department, outside and at senior management level
- b) Persuade inside the department, outside and at senior management level
- c) Negotiate inside the department, outside and at senior management level

11. Other responsibilities assigned outside of the core responsibilities of the job:

- a) Work in collaboration with librarians at other universities and professional schools to ensure rich and diverse collection, resource sharing programs and cooperative technology programs.
- b) Participate in annual Agricultural Society of Kenya shows and exhibitions to enhance the knowledge required by the public and the researchers towards agricultural and industrial growth.
- c) Organize local tours by presenting donations and giving lectures on career growth in the profession for both boys and girls

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

2.3 Senior Librarian

1. Background Information			
Job Title: Senior University Librarian	Job Level: JOOUST/LIB/006	Current Grade: 13	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science And Technology		College/ School / Faculty: Main Campus	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Library	
Reports to: Deputy University Librarian			
Direct Reports: Senior Library Assistant III		Indirect Reports: a) Library assistants b) Library Attendants	
2. Purpose of the Job:			
To contribute to the management, delivery and development of high quality user focus and cost effective user services within the university library through selection of information material, development and support of relevant modules of library management systems.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities:			
<ul style="list-style-type: none"> a) Develop departmental policies to guide the department on its goals and objectives as aligned to the universities vision and mission b) Come up with Library strategies on computerization and automation of its information resources to reach the students within and outside the university c) Prepare library budgets on staff establishment, furniture, equipment through annual, quarterly and monthly reports. d) Manage effective deployment of staff to service points within the library through work plans and shift schedules for functional running of the library to support teaching and learning. e) Identify staff needs and align them with the training needs through workshops, seminars and short courses f) Supervise staff performance based on their duties and responsibilities to achieve the set out objectives of the department. 			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Line-manage library staff which involves identification of shifting needs and lead to staff inductions, appraisals and development within the department for capacity building. 			

<ul style="list-style-type: none"> b) Participate in delivery of face to face and online enquiry services for effective use of information material c) Develop, manage and participate in the delivery of student information literacy programs and improve information access. d) Support and contribute to the the development of relevant modules of library management systems to ensure that the capabilities of the system are fully exploited to the benefit of the library users. e) Liaise with the academic program areas for the purpose of acquiring relevant information materials to support teaching and learning.
4. Job Dimensions:
<i>Financial Responsibilities</i>
Prepare library annual budget to guide on library expenditure for effective running of the Library.
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Office Space, Furniture and Fittings, Stationery, Photocopier, Scanner, numbering machine, book shelves, computers b) Prudent management of Utilities (Electricity, Water, Internet Connection, Phone) c) Reading carrels, computer tables, Reading Materials and Resources d) University vehicle when on official university assignment
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Strategic decisions b) Financial decisions c) Analytical decisions d) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Masters in Library and Information Science or its equivalent
<i>Minimum level of professional qualification required to perform effectively in the role</i>
Member of Kenya Library Association (KLA)
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Computer literacy b) Budgeting skills c) Knowledge of relevant legislation e.g. Constitution of Kenya d) Knowledge of professional standards e.g. International Organization for Standardization (ISO) e) Publications in refereed journals, f) Published research findings in international journals g) In-depth professional/discipline specific knowledge and experience in a specialized field or broad knowledge of a number of fields h) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Leadership skill b) Communication skill c) Interpersonal skills d) Organizational skills

- e) Ability to work under pressure
- f) Negotiation skill
- g) Team building
- h) Problem solving
- i) Conflict management
- j) Supervisory skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

- a) Clearance from Higher Education Loans Board
- b) A member of Kenya Library Association
- c) Compliance with chapter 6 of the constitution.

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

6 years of experience

7. Problem Solving:

Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Written Government policy documents affecting the job holder's area of responsibility
- f) Current legislation affecting the job holder's area of responsibility
- g) Articles and research products affecting the job holder's area of responsibility
- h) Complex research findings published in scientific journals
- i) Program, system or design specifications
- j) Factual reports on aspects of the institution such as policy guidelines
- k) Complex financial reports
- l) In depth technical reports, proposals or project briefs affecting one or more departments
- m) Complex commissioned reports, proposals or project briefs affecting more than one departments

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Communication requiring a high level of diplomacy and sensitivity
- e) Basic explanation of services to employees of the institution or clients
- f) Detailed technical explanation of services or concepts to employees of the institution or clients
- g) Explanation of complex services or concepts to employees of the institution or clients
- h) Detailed verbal or written instructions or requests to employees of the
- i) Detailed e-mail, fax or mail correspondence
- j) Drafting of factual reports, presentations, procedure or policy documents or training material
- k) Drawing up program, system, technical or design specifications
- l) Drawing up and amending contracts/drafting of legal documents
- m) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or

internet sites
n) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise
o) Negotiation with customers/clients or suppliers over price, contracts or services
p) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
q) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
r) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution
s) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes specific administrative or operational practices in a team, section or department
<i>Job holders' influence over subordinates and colleagues:</i>
Allocate work, Coordinates, Supervises and Leads about 15-20 subordinates.
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
Convey information inside the department, outside
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

2.4 Senior Library Assistant III

1. Background Information			
Job Title: Senior Library Assistant III	Job Level: JOOUST/LIB/011	Current Grade: 8	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science And Technology		College/ School / Faculty: Main Campus	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Library	
Reports to: Senior Librarian			
Direct Reports: a) Library assistants b) Library Attendants		Indirect Reports: N/A	
2. Purpose of the Job:			
Ensure access to information through answering user queries to facilitate research in the library			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A.			
Managerial Responsibilities: Coordination and supervision of library staff to ensure smooth running of the library tasks.			
Operational Responsibilities: <ul style="list-style-type: none"> a) Deal with enquiries for general information and on library and information services to enhance access to information b) Assist the users with their information and reading needs to facilitate easy access to information in the library. c) Provide support as required to the library and information service including front office functions allocated as facilitating checking in and checking out of books to enhance circulation of information materials. d) Shelving of the information materials to enhance ease of retrieval. e) Taking part in library promotional activities to help in marketing the library services f) Provide instruction to the library patrons on the use of research tools to enhance research. g) Orientation of library users on the library holdings and procedures to facilitate easy access to the information services. 			

<ul style="list-style-type: none"> h) Processing of new information materials e.g. classifying, cataloging to ensure they are easily accessed by the users. i) Keeping records on the daily operations for future reference.
4. Job Dimensions:
<i>Financial Responsibilities</i>
<ul style="list-style-type: none"> a) Collect fines from users with overdue information materials which leads to income generation b) Draft grant proposals when applicable to seek for financial support for the library operation
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Office Space, Furniture and Fittings, Stationery, Photocopier, Scanner, numbering machine, book shelves, computers b) Prudent management of Utilities (Electricity, Water, Internet Connection, Phone) c) Reading carrels, computer tables, Reading Materials and Resources
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Strategic decisions b) Analytical decisions c) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Bachelor of science in Library and Information Science or its equivalent
<i>Minimum level of professional qualification required to perform effectively in the role</i>
Member of Kenya Library Association (KLA)
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Computer literacy b) Knowledge in a library management system
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) Leadership skill b) Communication skill c) Interpersonal skills d) Organizational skills e) Ability to work under pressure f) Negotiation skill g) Team building h) Problem solving i) Supervisory skills
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>
N/A

6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
3 years of experience
7. Problem Solving:
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Detailed written procedures d) Detailed technical and/or functional instructions or queries e) Basic e-mail, fax or mail correspondence f) Program, system or design specifications g) Factual reports on aspects of the institution such as policy guidelines
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the g) Basic e-mail, fax or mail correspondence h) Detailed e-mail, fax or mail correspondence i) Drafting of factual reports, presentations, procedure or policy documents or training material
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
N/A
<i>Job holders' influence over subordinates and colleagues:</i>
N/A

Job holders' influence over people outside the directorate but within the institution and people outside the institution

Convey information inside the department and outside the section

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

2.5 Library Assistant I

1. Background Information			
Job Title: Library Assistant I	Job Level: JOOUST/LIB/012	Current Grade: 7	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science And Technology		College/ School / Faculty: Main Campus	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Library	
Reports to: Senior Librarian			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
To provide information material to users by facilitating access of these material in order to promote learning and research in the university			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: Participate in community service and outreach through donations of information materials. For examples, High schools around the vicinity to promote learning and reading culture.			
Managerial Responsibilities: N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Arrange books in the correct shelves for ease of retrieval by the students at the time of need to promote research and learning excellence. b) Manage the issue desk by lending out books and recording the returned books from the users, mainly students and teachers. c) Process information materials through cataloging, classification, bar coding, spine marking and listing to organize them ready for use. d) Offer research assistance to library users to enable them identify and retrieve the information they need for studies and academic excellence. e) Provide support as required to the library and information service including front office functions allocated as facilitating checking in and checking out of books to enhance circulation of information materials. f) Attend to user requests of information required from the library to enhance learning and teaching in the 			

<p>university.</p> <p>g) Carry out student orientation on library holdings and procedures to facilitate easy access to the information services.</p> <p>h) Conduct training on the access of information materials so that the users can learn how to retrieve the information independently.</p> <p>i) Oversee security of information material by ensuring that users do not distort information in the library.</p>
4. Job Dimensions:
<i>Financial Responsibilities</i>
<p>a) Collect fines from users with overdue information materials which leads to income generation</p> <p>b) Draft grant proposals when applicable to seek for financial support for the library operations.</p>
<i>Responsibility for physical assets</i>
<p>a) Computers</p> <p>b) Furniture</p> <p>c) Stationary</p> <p>d) Reprography machine</p>
<i>Nature of decision making</i>
<p>a) Strategic decisions</p> <p>b) Analytical decisions</p> <p>c) Operational decisions</p>
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Diploma in Library and Information Science or its equivalent
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<p>a) Computer literacy</p> <p>b) Knowledge in a library management system</p> <p>c) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience</p>
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<p>a) Leadership skill</p> <p>b) Communication skill</p> <p>c) Interpersonal skills</p> <p>d) Organizational skills</p> <p>e) Ability to work under pressure</p> <p>f) Negotiation skill</p> <p>g) Team building</p> <p>h) Problem solving</p> <p>i) Supervisory skills</p>
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>

N/A
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
3 years of experience
7. Problem Solving:
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Detailed written procedures d) Detailed technical and/or functional instructions or queries e) Basic e-mail, fax or mail correspondence f) Program, system or design specifications g) Factual reports on aspects of the institution such as policy guidelines h)
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the g) Basic e-mail, fax or mail correspondence h) Detailed e-mail, fax or mail correspondence i) Drafting of factual reports, presentations, procedure or policy documents or training material j)
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes specific administrative or operational practices in a team, section or unit
<i>Job holders' influence over subordinates and colleagues:</i>

N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
Convey information inside the department and outside the section
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

2.6 Library Assistant II

1. Background Information			
Job Title: Library Assistant II	Job Level: JOOUST/LIB/013	Current Grade: 6	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science And Technology		College/ School / Faculty: Main Campus	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Library	
Reports to: Senior Librarian			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
Organize and process newly acquired information materials in a timely manner to ensure access and ease of retrieval by library users for learning and research purposes.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities:			
a) Manage the library counter through provision of answers to queries, proper lending of the information materials to library users. b) Receive requests for the needed information materials from the library users and make orders for them through the procurement department. c) Arrange information materials to ensure ease retrieval by users and thus save on time. d) Assist users in information search through guiding them on the use of library catalogue, e- resource use that the library subscribes to and ensure that they are easily accessible e) Process information materials through stamping, classifying and cataloguing to facilitate faster and timely accessibility to the newly acquired resources f) Oversee security of library materials to prevent theft in the library and protect university resources.			
4. Job Dimensions:			

Financial Responsibilities
N/A
Responsibility for physical assets
<ul style="list-style-type: none"> a) Computers b) Furniture c) Stationary d) Reprography machine
Nature of decision making
<ul style="list-style-type: none"> a) Analytical decisions b) Operational decisions
5. Qualifications Knowledge and Skills:
Minimum level of academic qualifications required to perform effectively in the role
Diploma in Library and Information Science or its equivalent
Minimum level of professional qualification required to perform effectively in the role
N/A
Minimum level of knowledge that would be regularly applied to the job
<ul style="list-style-type: none"> a) Computer literacy b) Knowledge in a library management system c) Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training
Typical soft skills that would be regularly applied to the job (Attributes)
<ul style="list-style-type: none"> a) Leadership skill b) Communication skill c) Interpersonal skills d) Organizational skills e) Ability to work under pressure f) Negotiation skill g) Team building h) Problem solving i) Supervisory skills
Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
N/A
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

3 years of experience
7. Problem Solving:
Problem solutions are not obvious and need to be determined through the use of technical or analytical skills.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Detailed written procedures d) Detailed technical and/or functional instructions or queries e) Basic e-mail, fax or mail correspondence f) Program, system or design specifications g) Factual reports on aspects of the institution such as policy guidelines
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the g) Basic e-mail, fax or mail correspondence h) Detailed e-mail, fax or mail correspondence i) Drafting of factual reports, presentations, procedure or policy documents or training material
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Influences or changes specific administrative or operational practices in a team, section or unit
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>

Convey information inside the department and outside the section

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

2.7 Library Attendant II

1. Background Information			
Job Title: Library Attendant II	Job Level: JOOUST/LIB/017	Current Grade: 2	No. of Posts:
Institution: Jaramogi Oginga Odinga University of Science And Technology		College/ School / Faculty: Main Campus	
Directorate/Division: Academic Affairs		Department/ Section/Unit: Library	
Reports to: Senior Librarian			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
The purpose of this job is to organise and process newly acquired information materials in a timely manner to ensure access and ease of retrieval by library users for learning and research purposes.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Repair books using mending tape, paste and brushes for proper maintenance of information materials. b) Arrange information materials in shelves to ensure ease of retrieval by users and thus save on time. c) Inspect retained books for any damages to ensure timely repair and enhance availability to the users d) Sort out books and other reading materials and arrange them in their respective shelves to save on space. e) Instruct library users on the usage of library catalogue and other automated library systems for easy access of information material. f) Process information materials through stamping, classifying and cataloguing to facilitate faster and timely accessibility to the newly acquired resources 			

g) Generate quarterly report of the section to ensure proper workflow and progress of the library. h) Perform user education and orientation to library users
4. Job Dimensions:
<i>Financial Responsibilities</i>
N/A
<i>Responsibility for physical assets</i>
a) Computers b) Furniture c) Stationary d) Reprography machine
<i>Nature of decision making</i>
a) Analytical decisions b) Operational decisions
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Certificate in Library and Information Science or its equivalent
<i>Minimum level of professional qualification required to perform effectively in the role</i>
N/A
<i>Minimum level of knowledge that would be regularly applied to the job</i>
a) Computer literacy b) Knowledge in a library management system c) Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
a) Leadership skill b) Communication skill c) Interpersonal skills d) Organizational skills e) Ability to work under pressure f) Negotiation skill g) Team building h) Problem solving i) Supervisory skills
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>
N/A

6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
Entry level position
7. Problem Solving:
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Basic e-mail, fax or mail correspondence e) Program, system or design specifications
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the g) Basic e-mail, fax or mail correspondence h) Detailed e-mail, fax or mail correspondence i) Drafting of factual reports, presentations, procedure or policy documents or training material
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Is expected to come up with suggestions on improved practices
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
Convey information inside the department and outside the section
11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

Final Signoff

	Name	Designation	Sign	Date
Head of Department				
Human Resource				

Fair pay for fair play