

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Department: Office of the Director of Public Prosecutions

Post: Law Library Officer

Salary: Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 (05 044 072)

Effective Date: 09 May 2017

Qualifications:

A. (i) A diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution

or

(ii) The Higher Certificate in Librarianship and Information Science of Napier University

OR

An equivalent qualification to A above acceptable to the Public Service Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To be responsible for the proper management of the Library.

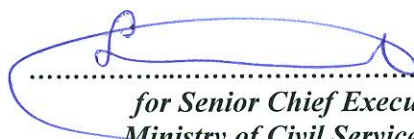
Duties:

1. To be in charge of the law library.
2. To update all laws, abstracting, indexing and annotating of laws.
3. To be responsible for the library stock, stocktaking and shelf reading.
4. To charge and discharge library materials and ensure recovery of overdue materials.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

09 May 2017

Date.....

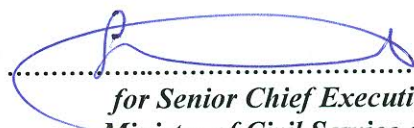
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5. To organise the shelving of book and other library materials.
6. To update Law Officers on library materials and answer queries and trace information and materials to help research workers and students.
7. To record, classify, catalogue and process library materials.
8. To be responsible for renewal, follow-up and binding of books and periodicals on standing order, along with maintaining and renewing of subscriptions of on line Legal Service Providers.
9. To keep the accession book and Law periodicals register up to date.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Law Library Officer in the roles ascribed to him.



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