

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

**Ministry:** Education and Human Resources  
**Post:** Library Officer  
**Salary:** Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 39,275 (05 39 66)

**Effective Date:** 14 January 2014

**Qualifications:** By selection from among officers in the grade of Senior Library Clerk who-

- (i) reckon an aggregate of 10 years' service in a substantive capacity in the grades of Senior Library Clerk, Library Clerk and the former grade of Library Assistant; and
- (ii) possess a diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitude aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Public Service Commission.

**NOTE**

In the absence of qualified serving officers, by selection from among candidates who -

- (i) possess a diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitude aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

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

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-2-

**Duties:**

1. To be responsible for the administration and management of a library or documentation unit.
2. To select, acquire, accession, classify, catalogue and index library materials.
3. To be responsible for stock-taking, shelf-reading, stock-editing and the development and weeding of library collection.
4. To charge and discharge library materials and ensure recovery of overdue materials.
5. To maintain and keep up-to-date records, catalogues, indexes and special files.
6. To provide research assistance, reference and bibliographical services to readers.
7. To arrange displays, organise talks and other relevant user-oriented extension and promotional activities.
8. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.
9. To use ICT in the performance of his duties.
10. 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 Library Officer in the roles ascribed to him.



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