

*Office of the Principal***JOB ADVERT**

Uganda Technical College Kichwamba (UTC Ki) is a public tertiary institution located in Kabarole District, 14km on the Fort Portal-Bundibugyo Road. It is designated as a Centre of Excellence in Oil and Gas Construction related courses. UTCKi is seeking to hire a qualified and self-motivated individual to fill the position of Library Assistant as follows:

Job Title: Library Assistant**Reports to: Librarian****Salary Scale: U7****Responsibilities**

- Sort and shelve books according to their categorization
- Maintain records of books taken out and books brought back
- Catalogue new arrivals
- Assist guests with internet access and ensure their technical needs are met
- Organize the repair of damaged books
- Inspect the condition of books before and after check-out to ascertain any damage.
- Maintain neatness in the Library

Education and Training

Certificate in Library and Information Management or Certificate in Record Management

Skills and Experience

- Proven work experience as a Library Assistant or similar role
- Basic computer literacy
- Outstanding organizational skills
- Good interpersonal skills
- Good written and verbal communication
- Relevant training and/or certifications as a Library Assistant

Application not later than July 12, 2024 should be addressed to:

Principal**Uganda Technical College Kichwamba****P.O Box 33****Fort Portal**