



4<sup>th</sup> March 2021.

**SOT Technical Training Institute wishes to advertise for vacant position.**

<b>Position</b>	<b>Library Attendant</b>
<b>Number of vacancies</b>	<b>1</b>
<b>Reporting To</b>	<b>Assistant Librarian</b>
<b>Job Group</b>	<b>STTI Job Group 'D'</b>
<b>Duty Station</b>	<b>Sot Technical Training Institute Merigi(Main Campus)</b>
<b>Terms of Service</b>	<b>Contract(Renewable Depending on Performance)</b>

### **Job Purpose**

The position is responsible for service delivery to library users in a pleasant and efficient manner and to keep the library organized, clean and conducive for use by the library users.

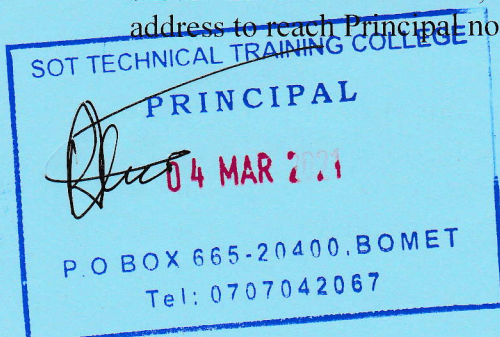
### **Key Responsibilities/Duties/Tasks**

1. Organize and shelf the books according to the set out method so that they are easily accessible by users.
2. Maintain library resources and space utilization to provide a conducive reading environment for users of the Library.
3. Perform circulation desk procedures, including checking in and checking out materials, registering library users and collecting fines for overdue resources.
4. Physically verify books numbers and related reference materials to ensure updated records of materials.
5. Perform repairs and binding on books and other library resources to prevent deterioration.
6. Maintain general cleanliness of the library to provide a conducive environment for the users.
7. Man the security desk and conduct body searches for the Library users to prevent pilferage of materials.

### **Job Competencies-Qualifications and Requirements**

1. Certificate in information studies and other related courses.
2. Computer Literacy
3. Good communication skills, interpersonal skills, organization skills and able to work under pressure.
4. Entry level position.

Those who are interested and meet the requirements are invited to apply for the job. The application should have a cover letter, detailed resume with three referees, copies of certificate and testimonials address to reach Principal not later than **12<sup>th</sup> March 2021**



**The Principal,  
Sot Technical Training College,  
P.O. Box 665,  
Bomet.**