



POSITION DESCRIPTION

The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: 283024
SCHOOL/OFFICE: MICHAEL SOMARE LIBRARY	CLASSIFICATION: NN6
DIVISION/STRAND: (insert name here)	POSITION TITLE: LIBRARY ASSISTANT
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: New Guinea Collection Librarian
SECTION: NGC	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: (Insert class here) PN (insert approved position number here)
LOCATION: WAIGANI CAMPUS	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE (overall description of the function of this position)

The incumbent shall be assisting the NGC in conducting all essential tasks such shelving, counter services, and assisting in appropriate activities in the section when called upon.

ACCOUNTABILITIES (overall description of the responsibilities of this position such as financial delegations or supervising staff)

The appointee is accountable to the immediate Supervisor is normal a senior Library Officer.

MAJOR DUTIES (list the main tasks of this position e.g. provide technical advice or manage an area)

1. Assist the senior library Officer in carrying out daily routine task in the operation of the section.
2. Attend to schedule counter services in serving the NGC users during operational hours.
3. Provide reference query and referral assistance to users.
4. Check relabelled materials before shelving.
5. Assist to conduct daily statistics for the use of the collection.
6. Assist the senior library officer in preparing the daily routine counter service activities by shelving books and other resources used by the clients.
7. Perform reader services, circulation duties during rostered shift hours.
8. Perform daily shelving as delegated by the Reader Services Section.
9. Regularly assess your own work performance and take the following actions: Report incidences; identify issues and obstacles and then find solutions OR refer to your

Supervisor. (This is to ensure that efficiency is maintained or improved, while you learn and build your work experience).

10. Perform any other duties directed by the NGC Librarian or the senior library officer in the section or the Library Management.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS (identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)

The appointee must possess a Certificate in Library Studies or information related field from a recognized institution and have at least 3 years' experience in an academic library.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES (list the specific knowledge e.g. policies or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

1. Must have some experience working in an academic library or equivalent.
2. Must be computer literate and have experience in computerised information storage and retrieval.
3. Must have good English communication skills both verbal and written.
4. Must have proven records of good work habits and commitment.
5. Must have the ability to relate well with customers, colleagues and be a good team player.
6. Must have good potential and interest in learning and also career development.
7. Must be self-motivated and have good inter-personal skills.
8. Must be willing to work during normal working hours and after- hours (after 4.06pm and weekends).
9. Able to take other responsibilities when required.
10. Must have ability to understand the UPNG Code of Conduct and apply good work ethics.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS