



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 283043
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: CHIEF CATALOGUER
SECTION: CATALOGUING	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 Cataloguers in processing and of books being catalogued and locating problem materials identified in the cataloguing process.

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

The appointee shall provide data entry and edit assistance in the process of cataloguing.

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

1. Assist in the processing of all information resources passed on to the section for cataloguing.
2. Perform copy cataloguing delegated by the Chief Cataloguer.
3. Check newly catalogued books in OPAC before passing them to Reader Services section for display.
4. Check relabelled materials before shelving.
5. Assist to withdraw books identified and certified by the Chief Cataloguer for withdrawals.
6. Assist with resolving cataloguing issues referred to Cataloguing Section from users or other sections.
7. Perform Reader Services, circulation duties during rostered after hours duties.
8. Produce monthly statistics on books catalogued and sent out for shelving to the Chief Cataloguer.

9. Perform daily shelving as delegated by the Reader Services Section.
10. Regularly assess your own work performance and take the following actions: Report incidences; identify issues and obstacles and resolve the problems OR refer to your Supervisor. (This is to ensure that efficiency is maintained or improved, while you learn and build your work experience).
11. Perform any other duties directed by the Chief Cataloguer or 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 shift hours (after 4.06pm and weekends).
9. Must have sober habit
10. Able to take other responsibilities when required.
11. 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

