

Human Resource and Talent Management Section



University of Seychelles

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LIBRARY SECTION	
Post title:	LIBRARIAN – DIGITAL SERVICES
Reports to:	Senior Librarian
Academic qualifications:	<ul style="list-style-type: none">• A Diploma in Library and Information Science or a related field
Professional Experience and Knowledge Required:	<ul style="list-style-type: none">• At least 5 years of experience in a library, preferably within a higher education institution.• Experience with library technologies, digital libraries, and online resource management.
Additional Criteria (Skills & Abilities)	<ul style="list-style-type: none">• Excellent communication and interpersonal skills to engage with staff, students, and faculty.• Proficiency with library management software and digital resources.• Knowledge of emerging trends in information science and library technologies.• Ability to work collaboratively in a dynamic academic environment.
Personal Attributes	<ul style="list-style-type: none">• Passion for fostering learning and supporting academic excellence.• Strong organizational skills and attention to detail.• Ability to handle multiple tasks and work under pressure.• Commitment to professional development and continuous learning.

Job Purpose

The Librarian (Digital Services) will be responsible for managing the day-to-day digital operations of the library, ensuring the provision of high-quality digital resources and services that support teaching, learning, and research at the University of Seychelles. The Librarian will also contribute to developing policies that enhance the provision, access to and use of digital library resources.

Main Duties and Responsibilities

The Librarian – Digital Service's core duties and responsibilities include:

1. Technology & Digital Services:

- Lead initiatives to enhance digital library services and promote the use of digital resources.
- Stay current with technological trends in libraries, implementing relevant tools and systems.
- Update the library's online publications and assist with the integration of new technologies.

2. Information Services:

- Provide research assistance and support to students, faculty, and staff.
- Develop and deliver training sessions on information literacy and research skills.
- Facilitate access to digital resources, including online databases and electronic journals.

3. Collaboration:

- Foster a collaborative work environment.
- Work closely with faculty to support their teaching and research needs.
- Collaborate with other university departments on projects and initiatives involving library resources.

4. Policy Development & Implementation:

- Contribute to the development of library policies, procedures, and strategic plans to align with the University's mission.
- Ensure compliance with copyright laws and promote ethical use of information.
- Advocate for the library's role in the academic community, representing the library in university-wide committees.

Professional Development

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required.

Expectations of all staff

Professional standards

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date: