

JOB DESCRIPTION – ASSISTANT LIBRARIAN

MISSIONS

The assistant librarian is responsible for organizing and classifying collections/books, managing loans, conserving books, maintaining shelves, organizing activities, and handling administrative tasks.

ACTIVITIES

Animation

- Welcome, provide information on the use of documentary media and tools
- Participate in the implementation of activities (choose books, prepare activities)
- Participate / welcome events (welcome classes and specific groups)
- Conduct school visits
- Prepare annual programming

Knowledge of library space and available collections/books

- Assist users with their searches
- Ensure that books are in good condition and tidy
- Mastery of all games in the library

Administration

- Register users and provide information on operating procedures and rules
- Update documents, information and documentary holdings relating to a given activity
- Record and monitor loans and borrowings (registrations, withdrawals, returns) of documents
- Process old archives and current archives
- Identify and report books and equipment in poor condition
- Make documentary resources available to the public
- Plan meetings with partners, students, etc
- Reporting

Acquisition

- Contact with local and French bookshops
- Carry out monthly/annual magazine subscriptions
- Follow-up with different newsletters
- Search for documentary information
- Draw up acquisition lists and estimate material requirements for the spaces Carry out acquisitions of documentary funds
- Protect valuable documents
- Design documents and documentary products (catalogs, magazines, etc.) and make them available to users

EDUCATION/EXPERIENCE	HARD SKILLS	SOFT SKILLS
<ul style="list-style-type: none"> • A degree in Library and information science • Minimum of 2 years' experience • DELF B2 in French (80%) 	<ul style="list-style-type: none"> • Public speaking (in French and English) • Mastery of document management software • Proficiency in Word, Excel, search engines, and multimedia players • Bibliographic tools (online catalogues, etc.) • Principles of indexing, quotation, storage and inventory • Functioning and regulation of the media library 	<ul style="list-style-type: none"> • Organization and rigour • Availability and responsiveness • Team player • Ability to welcome and interact with the public • Dynamism and creativity • Initiative, autonomy • Reactivity

WORKING HOURS & SALARY

40 hours per week: Monday to Friday or Tuesday to Saturday 9am-5pm
Monthly Net Salary: N217,912.67 plus other benefits