



CPAR Uganda Ltd is seeking an experienced Library Officer to undertake the establishment and the management of its social enterprise, the **Prof. Fred Opio Ekong Research Resource Centre**. You will:

- Systematically archive existing resource material and establish a materials management system through which you will facilitate user-friendly access of materials by centre-users through effective storage, efficient information retrieval and engagement in centre-user-based activities. This includes establishing a centre users members' database and identification system.
- Be responsible for all documentation and the implementation and maintenance of appropriate levels of materials care.
- Actively seek the acquisition of new reference material.
- Supervise volunteers and student interns and provide training where necessary.
- Advise on appropriate amounts of fees to be charged to different categories of centre users, with the view of ensuring the longer-term sustainability of the centre.

Do you have relevant research resource centre experience working with reference material, documentation procedures, standards and proven experience of materials care? If so we would like to hear from you. Email us your application on info@cparuganda.com with subject: **“Library Officer.”** Closing date: Friday, 3rd May 2019 at 5:00 p.m. Uganda time. Interviews will take place during the week commencing Monday, 12th May 2019.

Important Information

Salary: A basic monthly salary plus performance bonuses to be discussed on application

Location: CPAR Uganda Lira Learning Centre, Plot 5 Makerere Road, Lira Municipality

Hours: To be discussed on application

Job type: Long-term contract

Supervisor: CPAR Uganda Managing Director