

# 50-4-3  
Approved by  
Director  
MOL  
25/8/2022

**LIBRARIAN**

**Location:** Maban, South Sudan  
**Application Closing Date:** 14<sup>th</sup> September 2022  
**Position:** Librarian (1 Position)  
**Reporting Line:** Assistant Education Coordinator – Teacher Training  
**Position opened to:** South Sudan Nationals

25 AUG 2022

**Organizational Context:**

Jesuit Refugee Service (JRS) is an international Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which centred around formal and informal education needs

**Position Description**

Under the direct supervision of the Education Coordinator, the Librarian is responsible for the overall supervision and management of the ALC library, including the computer laboratory and use of open classroom space and other linkages with the host and refugee schools as regards to the usage of the library.

**Key Responsibilities**

- Establishing and implementing library policies and procedures
- Placing books and other materials on the shelves.
- Packing, unpacking, and storing of materials and supplies.
- Reading of shelves to keep material in proper order.
- Dusting and cleaning of shelves, books, and other materials
- Helping with displays.
- Keeping the library neat and in good order.
- Preparing new books for shelves.
- Assisting with library programs or events.
- Database management tasks as assigned by Education Coordinator
- Assists with inventory taking

**Personal qualities:**

- **Passion:** Passionate about education, teaching, and learning
- **Adaptability:** Able to endure basic living and working conditions for a duration of time
- **Autonomy:** Autonomous and able to take initiatives within the limit of the rules set up by the supervisor
- **Respect:** Open-minded, respectful of the community with whom JRS values and works with.
- **Adherence:** Adhere to the internal rules and, more particularly, the JRS staff and security rules.

**Qualifications & Experience:**

*Essentials:*

- ✓ Diploma or Certificate in Library Management or its equivalent.
- ✓ Demonstrated experience and commitment to working with marginalized communities
- ✓ Very good analytical, strategic thinking and planning skills.
- ✓ Good knowledge of MS Word, Excel/Office.





- ✓ Excellent oral and written English,
- ✓ Ability to build effective partnership and collaborate with other team members
- ✓ Patience, perseverance, and ability to work in stressful environment
- ✓ Excellent communicability and interpersonal skills
- ✓ Creative and energetic
- ✓ Strong moral values and discipline

#### **Core values**

- Commitment to JRS mission, vision and values, and the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and in advocating for their right to protection and a life in dignity.
- High integrity, honesty, and confidentiality; ability to deal tactfully, consistently, fairly, and discreetly with situations, people, and information.
- Acceptance of diversity and inclusion as a core value. Willingness to work in flexible, sub-optimal and multi-cultural environments.

#### **Submission Requirements**

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three referees. Please note that only official email addresses for referees will be accepted. Kindly send the application to [sds.recruit@jrs.net](mailto:sds.recruit@jrs.net) by 5:00pm closing date **14<sup>th</sup> September 2022**. The subject of the email should be 'Librarian'.

**PLEASE NOTE:** Due to urgent need to fill this vacant position, we will be reviewing the application as we receive. Only candidates who apply by the deadline and who can demonstrate experience of overall library management processes should apply. Only short-listed candidates will be contacted and only candidates who progress to the final oral interview stage will be informed of interview outcome. **Female candidates are highly encouraged to apply.**

#### **Commitment to Child Safeguarding:**

JRS is committed to the safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS Child safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

#### **Commitment to Protection of Sexual Exploitation and Abuse (PSEA):**

JRS-South Sudan takes the protection of sexual exploitation and abuse (PSEA) seriously, and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEA policy and to sign declaration of commitment.

