



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 283039
SCHOOL/OFFICE: MICHAEL SOMARE LIBRARY	CLASSIFICATION: NN 8
DIVISION/STRAND: (insert name here)	POSITION TITLE: LIBRARY OFFICER
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: ACQUISITION
SECTION: ACQUISITION	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)

Provide essential support in the supervision of the daily activities for subordinates within the acquisitions section and is directly responsible to the Acquisitions Librarian

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

Use Liberty and other essential software function to create and manage the acquisitions records and assist the Acquisitions Librarian to make book orders through the various book suppliers. The incumbent is also task to conduct other essential section core business.

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

1. Perform routine acquisition supervision for subordinates.
2. Perform project related acquisitions duties.
3. Coordinate and supervise all activities concerning the replacements of text books and other non-book resources for both campus libraries.
4. Supervise and assist with the receiving of all orders and tagging them against records in the acquisition database.
5. Liaise with Business houses and companies on orders for all non-consumable items.
6. Supervise and assist in the processing of payment transactions and the receipt of goods and services.
7. Supervise and assist in inputting of payment details into the database after receipts payments from the Bursary.

8. Supervise and assist with the creation and entering of required book details that have been ordered into the existing database before dispatching.
9. Assist with editing and the management of the Acquisitions module function database.
10. Maintenance and collection of data for presentation to the Acquisitions Librarian to assist with reports submission to the Librarian and others when required.
11. Participate in shelving and afterhours/shift duties.
12. Regularly assess your own work performance and take the following actions: Report incidences; identify issues and obstacles and then find solutions OR refer to your Supervisor. (This is to ensure that efficiency is maintained or improved, while you learn and build your work experience).
13. Undertake other tasks as directed by the Chief Cataloguer or his/her delegate.

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 Degree in Library and Information Studies or equivalent with a minimum of 3 years' experience working 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. The appointee must have leadership qualities and competency in working in a library and information environment.
2. Must be computer literate and have experience in computerised information storage and retrieval.
3. Must be a good team player and have a positive attitude to learning and library development.
4. Possess good organisational and inter-personal skills.
5. Must have interest and potential for learning and career development.
6. Able to communicate effectively in English – both written and oral.
7. Must be self-motivated and prepared to work long hours.
8. Prepared to work during normal and after-hours.
9. Must have sober habits
10. Knowledge of the UPNG Code of Conduct and ability to deliver the required level of output.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS