

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position	: Acquisition Assistant
Grade	: 1
Incumbent	: XXXXXXX
Division	: Office of Learning & Teaching
Department	: Library Services
Location	: Fiji National University
Reports to	: Senior Librarian (CD&MS)

2. PURPOSE

The Acquisition I Assistant is responsible for performing clerical and technical work of technical section in the library. He/she will be assisting with a variety of technical work, cataloguing, classification, maintaining administrative records and files and complex clerical and typing work. Duties also include assisting loading and unloading of new and existing books and dispatching library resources to various campus libraries.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Senior Librarian (CD&MS)**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

<ul style="list-style-type: none"> Assist acquisition team with listing all the resource requests in excel under the following titles, author, format, ISBN, publisher, year, requested by, copies, and remarks etc.
<ul style="list-style-type: none"> Closely assist with collection development and user engagement and assist in managing all activities in ordering and receiving new materials.
<ul style="list-style-type: none"> Participates in the inventory and ongoing weeding of the collection.
<ul style="list-style-type: none"> Carry out regular patrols in all areas of the Library to prevent improper and disorderly conduct or other breaches of the Library policies, regulations and procedures.
<ul style="list-style-type: none"> Answer queries from customers advising them of which services are available and when and where they can seek further assistance from staff.
<ul style="list-style-type: none"> Empty the book return boxes and collect up library materials and dispatching into the different libraries.
<ul style="list-style-type: none"> Assist with processing materials that include stamping, typing, affixing call numbers, affixing barcodes, pasting date due slips, pasting date due pockets and affixing book covers.
<ul style="list-style-type: none"> Carry out routine clerical tasks such as filing, moving of stock, processing of materials as appropriate.
<ul style="list-style-type: none"> Perform a variety of library clerical tasks as assigned and undertake where possible minor maintenance of furniture and equipment.
<ul style="list-style-type: none"> Provide ideas to develop the technical services of the library.

<ul style="list-style-type: none"> Attend physical demands of the work, e.g. manual handling tasks etc.
<ul style="list-style-type: none"> Responsible for loading and unloading of library materials and resources and dispatching it other to campus libraries.
<ul style="list-style-type: none"> Dispatch invoices and other library documents to various departments within the university.
<ul style="list-style-type: none"> Take a lead role in the safety of the Library and its customers in maintaining vigilance at all times.
<ul style="list-style-type: none"> Seek prompt assistance from University security staff when breaches of security occur.
<ul style="list-style-type: none"> Provide regular reports to the Senior Librarian (CD&MS) concerning all library security incidents.
<ul style="list-style-type: none"> Actively participate in the housekeeping 5S tasks such as in technical section and the library is neat, clean and presentable at all times.
<ul style="list-style-type: none"> Work under the guidance and supervision of the Senior Librarian (CD&MS) and Acquisition Librarian on library projects and efforts as and when needed.
<ul style="list-style-type: none"> Perform other duties such as circulation, relieving, etc., in shift work/on a roster basis at any section of any library whenever required.
<ul style="list-style-type: none"> Perform other duties as assigned by the University Librarian.

5. KEY CHALLENGES

- The key challenges of Acquisition Assistant are to provide assistance on various tasks related to acquisition, cataloguing and binding etc.
- Assist overall administration of technical department, delivery of quality customer and information services for the library service and contributes towards technical development of library collections.

6. QUALIFICATION & EXPERIENCE

Essential:

- Certificate in Library Information Science/Studies/Systems/Documentation/ IT or any other relevant field.

Desirable:

- Minimum of 2 years of relevant working experience.
- Strong organizational, time and technical management skills.
- Excellent Communication Skills.
- Experience working in libraries, particularly in the field of collection development and understanding of library systems and procedures.

7. KNOWLEDGE & SKILLS

- **Library technical skills:** Good knowledge of basic library methods, techniques and procedures and automated systems as they apply to technical book processing.
- **Organizational Skills:** Ability to plan and organize work properly without getting disoriented from the assigned tasks or project.
- **Administration:** Maintain the acquisition record without any error and strict compliance with FNU policies and procedures. Ability to carry out all clerical duties of technical department.
- **Good communication skills:** Effective written and verbal communication skills with internal and external stakeholders on issues regarding cataloguing. Build and maintain collegial work relationship.

8. WORKING RELATIONSHIP

INTERNAL	Frequency
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FIJI NATIONAL UNIVERSITY

JOB DESCRIPTION



Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Pro Vice Chancellor (L&T)	Daily
EXTERNAL	Frequency
FNU Stakeholders, Commercial and Non- Commercial Industries, Industry, NGOs, Government Ministries Students, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities	Ongoing