



The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide.

At the African School of Governance, we are shaping a new era of leadership in Africa through a world-class public policy education, innovative research, and dynamic policy engagement focused on Africa's unique experiences. We aim to address the continent's pressing governance challenges by equipping emerging leaders with the mindsets, skills, and knowledge required for effective leadership.

ASG's vision is to nurture a prosperous and peaceful Africa where purpose-driven leaders have the mindsets, knowledge, and skills to drive sustainable development for all. The mission is to nurture leaders to drive Africa's sustainable development by providing innovative public policy education, cutting-edge research, and a platform for policy engagement that fosters transformative governance tailored to the continent's unique values and opportunities.

ASG seeks to address this gap in African public policy education and research while joining a network of other world-class institutions across the region and globe.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Library Manager

REPORTS TO: Director Academic Affairs

JOB REF: ASG/HR024

DEPARTMENT: Academics and Research

Job / Role Purpose:

To lead and oversee all operations of the university library, managing a team of librarians to provide Library support services to students, and faculty teaching staff. Collaborate with faculty on curriculum development, teaching, research, and student success initiatives.

Key duties and responsibilities

- Lead and oversee all operations of the university library, managing a team of librarians to provide Library support services to students, and faculty teaching staff.
- Develop and implement the Library Services Strategy to support and facilitate teaching, learning and research across the University.
- Design and put in place infrastructure for the library that eases both physical and e-learning and ensures compliance with library requirements for Institutions of Higher Learning according to HEC guidelines.
- Identify relevant global partners and establish electronic library services for ASG faculty and students' body. Manage relations with e-library providers to ensure comprehensive availability and access.

- Establish a process of granting and monitoring access to the electronic library services for both ASG faculty and students' body.
- Implement and optimize library technologies for enhanced accessibility and service delivery.
- Train library users for easy and effective way of using the library (both virtual and physical library).
- Set policies and guidelines for the use of library services in the University and ensure these are implemented.
- Facilitate the school to acquire, organize, and manage extensive digital and print collections to meet user needs through appropriate hybrid collection of academic and research materials (print and electronic collections e.g. archives, e-textbooks, books, articles, memos, open access) to meet emerging institutional needs.
- Keep abreast with emerging academic and scholarly materials that the University needs and ensure the library is properly stocked and up to date.
- Provide support to open research activities and work collaboratively with departments and students to identify the library services they require, ensuring they are delivered effectively, in line with appropriate quality standards.
- Align library services with institutional goals through strategic planning and innovative initiatives.
- Collaborate with faculty on curriculum development, teaching, research, and student success initiatives.
- Prepare and manage the library budget, resource mobilization, and grant writing efforts.
- Any other duties appropriate to the role as required by the Supervisor.

Expected Outputs/ Deliverables

- Library Services Strategy.
- Library infrastructure.
- Reviewed and updated library policies.
- Appropriately catalogued and managed library acquisitions.
- Library budget.

PERSON SPECIFICATION

Educational Requirements

- Master's degree in Library and Information Science and Bachelor's degree in Library and Information Science.
- Relevant professional qualification in school library management is preferred.

Related Job Experience

- At least 10 years' experience in Library management at an Institution of Higher learning/ Public Libraries

- Experience of operating nationally and internationally with a strong cultural awareness.
- Experience in Strategic Library Management and Administration

Required Technical Knowledge/Skills

- Understanding of higher education (undergraduate, postgraduate and research) library requirements and context.
- Understanding of the specialist library systems currently in use, and the contemporary library information systems landscape.
- Knowledge of the application of, and future potentials of library and education technologies.
- Excellent understanding of open access publishing and contemporary open research practices.
- Experience with communication technologies and with social media.
- Knowledge of electronic library management system, Digital Resource Management and Open-Source Systems.

Required Behavioural Skills

- Effective communication skills including persuasion and influencing colleagues and stakeholders.
- Attention to detail and proactive problem-solving.
- Problem-solving and conflict-resolution skills
- Ability to prioritize and multi-task.
- Ability to use computers (e.g., MS Office) and education management systems.
- Interpersonal and stakeholder engagement.
- Innovativeness.
- Integrity and self-drive.
- Transparency and accountability.
- Fluent English required, fluent French desirable.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [Application Form for ASG Staff Recruitment](#). All applications must be submitted via the online application form at this link.