



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 Assistant

REPORTS TO: Library Manager

JOB REF: ASG/042

DEPARTMENT: Academic Affairs

AVAILABLE POSITION: 1

Job / Role Purpose

The African School of Governance (ASG) seeks to recruit a Library Assistant to support the Library Manager in delivering comprehensive library services across Reader Services, Technical Services, and Electronic/Digital Library Services. The role supports teaching, learning, and research by ensuring efficient access to library resources and excellent user support.

Key duties and responsibilities

Key Duties and Responsibilities

- User Assistance & Reference Services: Providing guidance and support to users in locating and utilising library resources.
- Circulation Management: Overseeing lending services, including check-in/check-out of materials.
- Cataloguing & Metadata: Creating and maintaining accurate bibliographic records using standard cataloguing practices.
- Processing & Inventory: Preparing materials for circulation and managing inventory control.
- Systems & Database Management: Maintaining the Integrated Library System (ILS) and ensuring data integrity and prompt response to Database providers.
- User Conduct Monitoring: Enforcing library policies and maintaining decorum.
- Feedback & Service Improvement: Gathering user feedback and recommending service enhancements.
- Information Literacy & Outreach: Conducting orientation sessions and promoting library services.
- Reading Room Supervision: Ensuring a conducive environment for study and research.

Expected Outputs/ Deliverables

- Ensure compliance with academic integrity protocols
- Library Assistants will operate under the supervision and direction of the Library Manager.
- Flexibility and multitasking are essential; Library Assistants must be prepared to adapt to evolving needs.
- Proficiency in IT applications relevant to librarianship is required for daily operations.
- Digital information resource management

PERSON SPECIFICATION

Educational Requirements

- A Bachelor's degree in Library and Information Science or Information Management is an added advantage.
- A master's degree in Library and Information Science or Information Management is an added advantage.
- Basic knowledge of cataloguing and classification standards (e.g., Library of Congress and Dewey Decimal Classification), together with the application of information technology in librarianship, library management systems, and relevant coding (e.g., MARC metadata encoding and basic programming)

Related Job Experience

- Prior experience of two year working in an academic library or related environment is desirable.
- Internship or volunteer experience in library services will be considered.

Required Technical Knowledge/Skills

- Proficiency in library management systems (KOHA, OPAC, or other integrated library software).
- Familiarity with digital resource platforms, e-library tools, and database navigation.
- Strong organizational skills for shelving, circulation, and record-keeping.
- Ability to assist with bibliographic searches and reference services.
- Competence in handling acquisitions, accessioning, and basic cataloguing tasks.
- Strong digital skills, including proficiency in Learning Management Systems (LMS), Microsoft Office/Google Suite, and online collaboration platforms.
- Excellent interpersonal and communication skills (written and oral).
- Strong time management and organizational skills; ability to coordinate multiple tasks
- Ability to work collaboratively with diverse faculty and student groups.
- Ethics & Professionalism
- Commitment to academic integrity and fairness.
- Strong work ethic, accountability, and attention to detail.
- Alignment with ASG's mission of Leadership for the Common Good.

Required Behavioural Skills

- Attention to detail: Must have a high level of accuracy and analysis.
- Time management: Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Leadership skills: Cultural awareness and ability to manage and motivate a team, providing clear direction and support.
- Ability to manage conflict and crisis in a professional manner.
- Self-driven with a strong sense of initiative and flexibility.
- Analytical thinking and problem solving.
- Excellent communication and interpersonal skills for engaging with students, faculty, and staff.
- Attention to detail and accuracy in record management.
- Strong sense of responsibility, integrity, and confidentiality.
- Ability to work independently and collaboratively in a team.
- Customer service orientation with patience and empathy.

What We Offer

- An opportunity to contribute to an innovative MPA programme.
- Mentorship and close collaboration with distinguished faculty and practitioners.
- Professional growth

Contact/application information:

Interested candidates with required qualifications and matching experience should complete and submit an application via the link: [African School of Governance \(ASG\) | E-Recruitment](#)

All applications must be submitted via the online application portal through the link provided in order to be considered. **The deadline for the submission of the application is 10th July 2026**