

Career Opportunity

The Standard Group comprises **The Standard Newspaper, The Nairobiian, KTN, KTN News, Radio Maisha, Standard Digital and Think Outdoor Services.** The Group is looking for a highly motivated, qualified, experienced and reputable individual to fill the following position:

SENIOR LIBRARIAN

Reporting to Head of T.V Production & Programming

The job holder will be responsible for gathering, organizing, storing, updating and retrieving video materials such as news clips, raw footage and TV programmes, in order to make the library an information resource centre for other TV departments and other authorized library users, in addition to supervising of librarians and taking charge of library operations.

JOB RESPONSIBILITIES

- Supervising the establishment of an organized catalog, classification and storage system for easy and speedy retrieval, access to information required for the users.
- Providing reference services to the users by assisting in identifying relevant materials for use in news, local productions and features.
- Coordinating stock taking by providing the necessary information and documentation as well as avail the physical stocks/materials.
- Overseeing the Coordination with presentation editors and studio technical operators to make sure programmes for daily transmission are submitted on time for digitizing.
- Supervising receiving and shipping of foreign programmes and making follow-ups with suppliers.
- Overseeing and coordinating OB Live recording supplies, coverage and archiving.
- Planning, monitoring and enforcing library processes and procedures including staff performance.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Academic Qualifications

- Diploma in Information Science or its equivalent from a recognized institution.

Professional Qualifications

- Professional qualification in Audio/Visual Library Techniques.

Experience

- 2 years relevant experience

Skills and Attributes

- Ability to work within established rules, regulations, Policies and practices.
- Ability to make independent decisions.
- Innovative.
- Conceptual

If you possess the above qualifications and the drive to meet the challenge, visit our website www.standardmedia.co.ke/recruitment to browse through the current openings/vacancies and apply not later than **Wednesday 31st January, 2018.**

The Standard Group Plc is an equal opportunity employer and as such, canvassing of any form will lead to automatic disqualification.
Please note that ONLY shortlisted candidates will be contacted.