



OVERVIEW & JOB OBJECTIVE					
<b>Job Title</b>	Librarian	<b>Pay Range</b>	N2.5M – N2.8M	<b>Location</b>	Lagos
<b>Grade Level</b>	Officer	<b>(Annual Gross)</b>			
<b>The purpose of this job shall be to:</b>					
<ul style="list-style-type: none"> <li>Manage the activities and operation of the Institute’s physical and E-Library, including the community of users. The job holder is responsible for managing the process of bridging the gap between the gown and the town.</li> </ul>					
EQUAL OPPORTUNITY STATEMENT					
We are an equal-opportunity workplace and an affirmative-action employer. We encourage applications from suitable candidates, irrespective of gender, physical ability/disability, colour, tribe, race, religion, marital status, pregnancy or other status protected under the law.					
REPORTING RELATIONSHIPS					
<b>Reports to</b>	Team Lead, Research Standards and Knowledge Management		<b>Supervises</b>	N/A	
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
<b>Internally Relates with</b>	<ul style="list-style-type: none"> <li>Internal Stakeholders</li> </ul>		<b>Externally Relates with</b>	<ul style="list-style-type: none"> <li>Members of the Institute</li> <li>General Public</li> <li>Corporate Organizations.</li> </ul>	
PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
	<b>Library Management &amp; Research Support</b> <ul style="list-style-type: none"> <li>Managing the library management system and supporting its use by members and external community to drive returns.</li> <li>Supervise the issuing and returning of the library’s stock, shelving stock, and keeping the library in good order.</li> <li>Support in the publishing of CIPM/CRD HR Desk and HR Updates.</li> <li>Assist library users to become proficient in using online resources.</li> <li>Ensure copies of the Institute’s journals, publications and magazines are available at the library.</li> <li>Supervision and management of the use of library facilities.</li> <li>Renewing E-library subscription and Survey Monkey Subscription.</li> <li>Providing library services to library users.</li> <li>Recording and indexing new or donated books.</li> <li>Assist with planning for the Academic Conference end to end.</li> <li>Support the process of production of the Human Resource Management Journal.</li> <li>Support the process of production of the People First Magazine.</li> </ul>				

**CIPM HOUSE**, 1, CIPM AVENUE, CENTRAL BUSINESS DISTRICT, ALAUSA, IKEJA, LAGOS.

AZUKA DIALI HOUSE, PLOT 17, BENGHAZI STREET, WUSE ZONE 4, ABUJA.

**TELEPHONE:** +2347001237555, 018880408, +2349139350961. **EMAIL:** INFO@CIPMNIGERIA.ORG. **WEBSITE:**

WWW.CIPMNIGERIA.ORG

**PRESIDENT:** MALLAM AHMED LADAN GOBIR, **FCIPM;** **VICE PRESIDENT:** MRS. CHIDINMA OBIEJESI, **MCIPM,**

**NATIONAL TREASURER:** MRS. OGOCHUKWU EGBUONU, **MCIPM;** **REGISTRAR/CHIEF EXECUTIVE:** MS. OLUWATOYIN NAIWO, **FCIPM**



- Manage the Journal Indexing journey.
- Assist with organizing the Best Thesis Awards to enrich the knowledge content of the Institute.

## PERSON SPECIFICATION

### Knowledge, Technical Skills and Attitudes

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| <p><b>1. Relationship Management:</b> The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support to the business.</p> <ul style="list-style-type: none"> <li>- Ability to develop and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies.</li> <li>- Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company.</li> </ul> <p><b>2. Teamwork:</b> The ability to work collaboratively with others to achieve common goals. It involves communication, cooperation, and mutual respect within a team.</p> | <p><b>3. Computer Skills</b> – Proficiency in computer skills is essential for handling various tasks, such as data entry, document creation, email communication, and using specialized software or tools.</p> <p><b>4. Customer Orientation:</b> The ability to demonstrate concern for satisfying one’s external and/or internal customers.</p> <p><b>5. Methodical and well-organized approach of supervision:</b> The ability to manage tasks and people in a structured and efficient manner.</p> |
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### Experience

- Minimum of 2 years post-graduation experience on a similar role in a reputable organization

### Qualifications

- I. B.Sc. in Library Studies or its equivalent

### Other Requirements

- Computer Literate: Excel, Word, Outlook, MS Office

## PHYSICAL REQUIREMENTS

Location	Office Based ✓	Both Office & Field Based ☐	Field Based ☐	
Travel	None ☐	0% - 30% ✓	31% - 60% ☐	61% - 100% ☐

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<b>Work Cycle/Days</b>	Mondays – Fridays
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### **Application Process**

- Method of Application: Send your CV quoting the appropriate Job Title to [recruitment@cipmnigeria.org](mailto:recruitment@cipmnigeria.org)
- Application Deadline: **Wednesday, 2<sup>nd</sup> October 2024**

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