



| OVERVIEW & JOB OBJECTIVE | | | | | |
|---|--|---------------------------------|--------------------------------|--|-------|
| Job Title | Librarian | Pay Range (Annual Gross) | N2.5M – N2.8M | Location | Lagos |
| Grade Level | Officer | | | | |
| The purpose of this job shall be to: | | | | | |
| <ul style="list-style-type: none"> 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. | | | | | |
| 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 | | | | | |
| Reports to | Team Lead, Research Standards and Knowledge Management | | Supervises | N/A | |
| JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES | | | | | |
| Internally Relates with | <ul style="list-style-type: none"> Internal Stakeholders | | Externally Relates with | <ul style="list-style-type: none"> Members of the Institute General Public Corporate Organizations. | |
| PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES | | | | | |
| | Library Management & Research Support <ul style="list-style-type: none"> Managing the library management system and supporting its use by members and external community to drive returns. Supervise the issuing and returning of the library’s stock, shelving stock, and keeping the library in good order. Support in the publishing of CIPM/CRD HR Desk and HR Updates. Assist library users to become proficient in using online resources. Ensure copies of the Institute’s journals, publications and magazines are available at the library. Supervision and management of the use of library facilities. Renewing E-library subscription and Survey Monkey Subscription. Providing library services to library users. Recording and indexing new or donated books. Assist with planning for the Academic Conference end to end. Support the process of production of the Human Resource Management Journal. | | | | |

CIPM House, 1 CIPM Avenue, Central Business District, Alausa, Ikeja, Lagos.

CIPM House, Plot 12, Benghazi Street, Wuse Zone 4, Abuja.

Tel: 07001237555, **Email:** info@cipmnigeria.org, www.cipmnigeria.org

PRESIDENT: MR. OLUSEGUN MOJEED, **FCIPM**, **VICE PRESIDENT:** MR. HENRY UNUAKPOR, **MCIPM**, **NATIONAL TREASURER:** MRS. OGOCHUKWU EGBUONU, **MCIPM**, **REGISTRAR/CHIEF EXECUTIVE:** MS. OLUWATOYIN NAIWO, **FCIPM**



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|--|--|
| | <ul style="list-style-type: none"> • Support the process of production of the People First Magazine. • Manage the Journal Indexing journey. • Assist with organizing the Best Thesis Awards to enrich the knowledge content of the Institute. |
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PERSON SPECIFICATION

Knowledge, Technical Skills and Attitudes

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| <p>1. Relationship Management: 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"> - Ability to develop and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies. - Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company. <p>2. Teamwork: The ability to work collaboratively with others to achieve common goals. It involves communication, cooperation, and mutual respect within a team.</p> | <p>3. Computer Skills – 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>4. Customer Orientation: The ability to demonstrate concern for satisfying one’s external and/or internal customers.</p> <p>5. Methodical and well-organized approach of supervision: The ability to manage tasks and people in a structured and efficient manner.</p> |
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Experience

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| <ul style="list-style-type: none"> • Minimum of 2 years post-graduation experience on a similar role in a reputable organization |
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Qualifications

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| 1. B.Sc. in Library Studies or its equivalent | |
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Other Requirements

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| <ul style="list-style-type: none"> • Computer Literate: Excel, Word, Outlook, MS Office | |
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PHYSICAL REQUIREMENTS

| Location | Office Based | Both Office & Field Based | | Field Based |
|-----------------|-------------------|---------------------------|----------------|-----------------|
| | ✓ | ☐ | | ☐ |
| Travel | None ☐ | 0% - 30% ✓ | 31% - 60% ☐ | 61% - 100% ☐ |
| Work Cycle/Days | Mondays – Fridays | | | |

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Application Process

- Method of Application: Send your CV quoting the appropriate Job Title to recruitment@cipmnigeria.org
- Application Deadline: **Wednesday, 2nd October 2024**

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