



Vacancy

DEPARTMENT	News & Programming
DIVISION	Radio Services
JOB TITLE	Library Assistant: Oshiwambo Service
ONE POST	Oshakati
JOB PURPOSE	Responsible for all activities in the library and to ensure historically-valuable material produced at the regional service is preserved.

Key Performance Areas:

- Provides an information service according to user demand (user service).
- Ensures availability of resources and executes stock control.
- Ensures music for broadcasting is accessible on the database and available on the play out system.
- Provides programmes with historical value to the Radio Archive in Windhoek.
- Preserves and disposes of translated news bulletins.
- Ensures artists with new releases are interviewed.

Skills, Knowledge and qualification requirements:

- Grade 12 with a good knowledge of and interest in music and information.
- One year experience in a library environment.
- Must be able to work independently without close supervision.
- Must have a good knowledge of and interest in music and information.
- Must be able to organize various collections and ensure collection development.

ENQUIRIES	Manager: Oshiwambo Service Reference Librarian Ms Helen Shiimbi/ Ms Linda Brand
TEL NO.	065 - 220451/ 061 - 291 2074