



**THE KENYA SECTION OF THE INTERNATIONAL  
COMMISSION OF JURISTS**

**VACANCY ADVERTISEMENT**

**RECORD MANAGEMENT INTERN**

**Qualifications**

- Certificate in Library and Information Studies from a recognized institution or its equivalent;
- Served for at least five (2) years in a well-established library/information centre.

**Responsibilities**

- Shelving, circulation tasks and information outreach activities;
- Cataloguing, classification;
- Managing ICJ Kenya's publications
- OPAC's and CD-ROMS including electronic information searching for library users;
- Sending reminder notices for overdue publications; and
- Any other duties that may be assigned from time to time.

**ICJ Kenya is an equal opportunity employer. Only shortlisted candidates will be communicated to. Please send your application, CV and relevant certificates to: The HR & Administration Manager, ICJ Kenya, P.O. Box 59743-00200, Nairobi or Email: [recruitment@icj-kenya.org](mailto:recruitment@icj-kenya.org). Your application should be received on or before 15<sup>th</sup> December 2019.**