



PAN AFRICA CHRISTIAN UNIVERSITY

Pan Africa Christian University, a Chartered Private University, is seeking to fill the positions outlined below from suitable candidates. Applicants must be born-again Christians and active members of a local Church.

1. Job Title: Senior Library Assistant – Systems Librarian

The Senior Library Assistant-Systems, will be responsible for providing high-quality, robust systems that facilitate search, discovery, and delivery of library services and resources to the entire University. He/She will play a critical role in advancing the University's digital library strategy by integrating emerging technologies, ensuring system interoperability, and enhancing user experience in accessing digital and physical resources. The position reports to the University Librarian.

Qualifications and Core Skills

- A Bachelor's Degree in Information Sciences with a specialization in IT OR a Diploma in Computer science or IT (or vice versa).
- A minimum of three (3) years' experience in the same position in a University or a comparable institution
- Competency in both LINUX and windows operating systems.
- Ability to upgrade, update and administrate over the Library Management Systems such as KOHA and the Institutional repository.
- Good skills in HTML, CSS, Python, Linux Shell, MySQL and Perl programming languages.
- Demonstrated knowledge of digital content and metadata standards
- Knowledge of scholarly communication issues, Open Access initiatives, copyright issues, and new forms of publication and research.

Key Duties and Responsibilities

1. Monitors and advise on library & Information Communication Technology.
2. Manage the library's local area Network and maintain links with the wide area network.
3. Maintain the library computer software and hardware
4. Train faculty, staff and students on use of library systems and software.
5. Maintaining the Library website and database.
6. Routine troubleshooting of the hardware and software.
7. Updating and upgrading library systems, software's and interfaces to meet user requirements.
8. Identify and analyze existing and emerging needs for new library applications or systems
9. Assists in the formulation and implementation of library-ICT related policies
10. Retain inventory records of library hardware and software.
11. Compile, interpret usage statistics for e-content and prepare reports on the same.
12. Work closely with the ICT department to manage E-resources
13. Any other duties as assigned by the Chief Librarian.

Visit our website www.pacuniversity.ac.ke for full profiles of these jobs.

If you believe you are the right candidate for any of the above positions, kindly send your application letter and detailed Curriculum Vitae, also detailing your current & expected salary via EMAIL ONLY to jobs@pacuniversity.ac.ke not later than Friday 28th November 2025. Only shortlisted candidates will be contacted.

Pan Africa Christian University is an equal-opportunity employer and canvassing will lead to automatic disqualifications.