



**PAN AFRICA
CHRISTIAN UNIVERSITY**

VACANCY ANNOUNCEMENT

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

Position Title: Assistant Librarian

Job Purpose:

To provide library administrative and technical support as well as security of library resources.

Minimum Requirements:

- Master's degree in Library and Information Science or related field.
- At least three (3) years of relevant experience at the University level.

Key Responsibilities

- Direct and supervise the operations of the library circulation and technical services staff.
- Responsible for all cataloging functions in the library.
- Maintain statistics and prepare reports related to cataloging and processing of materials.
- Maintain the accuracy and integrity of bibliographic and authority records on the online catalog.
- Collaborate with other library staff members in developing online learning tools to promote information literacy skills.

Visit our website www.pacuniversity.ac.ke for full profiles of this job.

If you believe you are the right candidate for any of the above position, 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 24th April, 2026. Only shortlisted candidates will be contacted.

Pan Africa Christian University is an equal opportunity employer and canvassing will lead to automatic disqualification