



Botswana Accountancy College (BAC) is a Premium Institution with all the hallmarks of a supreme learning environment characterised by an international footprint. BAC is a highly focused business school which is continuously forging relations with renowned international partners i.e universities and global professional bodies. As a learning institute driven by the passion to excel, we are recognised for the quality of our programmes and their relevance to the needs of the economy. We subscribe fully to the growth of Botswana's human capital development agenda and are a key player in the national human resources development and skills capacity building programme. Our vision is anchored on excellence in knowledge production so if you are a professional of distinction, you need to be part of the best of the breed in the knowledge industry.

VACANCY NOTICE

LIBRARY OFFICER – INTERN

(2 YEARS FIXED TERM CONTRACT) TENABLE IN FRANCISTOWN

MAIN PURPOSE OF THE JOB

To ensure that library provision meets the needs of all its users by acquiring, organising, managing and distributing library resources.

COMPETENCIES AND SKILLS REQUIRED

- Customer Focus
- Library Resource Disposal
- Resource Classification & Processing
- Library Services
- Execution and Delivery
- Technical Expertise
- Building Relationships
- Integrity
- Innovation
- Influencing Through Communication
- User Support
- Product Knowledge
- Information Literacy
- Library Information and Research

KEY PERFORMANCE AREAS

- Library Services
- Library Resource Management
- Library Customer Extension Services
- Resource Classification & Processing
- Execution and Delivery
- Product Knowledge

EXPERIENCE AND QUALIFICATION

- Bachelors' Degree in Library and Information Services or relevant field.
- At least two (2) years of work experience in library services.
- Working knowledge of library systems, research instruction, processing and classification of sources, information management and problem analysis and solving.

APPLICATION PROCEDURE:

All applications accompanied by cover letter, curriculum vitae and certified copies of ID and academic certificates should be emailed to recruitment@bac.ac.bw (stating the position being applied for as the subject of the email) before close of business on **9th May 2025, 1700hrs.**

APPLICATIONS SHOULD BE ADDRESSED TO:

Head of Human Resources
Botswana Accountancy College
P/Bag 00319
Gaborone

NB: Botswana Accountancy College will enter into correspondence only with shortlisted candidates.