

GHANA LIBRARY AUTHORITY

RECRUITMENT INTO GHANA LIBRARY AUTHORITY

Date: 14th November 2023

Ghana Library Authority (GhLA) is a public institution mandated to establish, equip, manage and maintain public libraries in Ghana. The mission is to “Be a leading knowledge services hub in the sub region by connecting all citizenry to knowledge to radically improve literacy and development outcomes which transforms lives and communities” and to connect Ghanaians to knowledge resources as its vision.

The GhLA invites sealed Curriculum Vitae from eligible qualified applicants for recruitment into the following Positions:

NO	VACANT POSITION	NUMBER OF PEOPLE	BASIC QUALIFICATION	Working Experience
	TECHNICAL SERVICES			
	DEPUTY REGIONAL DIRECTOR	1	<p>A minimum of a Master's Degree in Library Studies, Information Studies or any related field from an accredited Tertiary Institution.</p> <ul style="list-style-type: none">• Must be a member of a relevant professional body.• Must pass a competitive selection interview conducted by the Authority in collaboration with	<ul style="list-style-type: none">• A minimum of eight (8) years post-Bachelor's Degree relevant work experience, four (4) years of which must be in a senior management position in a reputable institution body.

			the Public Services Commission.	<ul style="list-style-type: none"> • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
	PRINCIPAL LIBRARIAN	1	<p>A minimum of a Master's Degree in Library Studies, Information Studies or any related field from an accredited Tertiary Institution.</p> <ul style="list-style-type: none"> • Must be a member of a relevant professional body. • Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission. 	<p>A minimum of six (6) years post-Bachelor's Degree relevant work experience, two (2) years of which must be in a senior management position in a reputable institution.</p> <ul style="list-style-type: none"> • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
			A minimum of a Master's Degree in Library Studies,	<ul style="list-style-type: none"> • A minimum of four (4) years post-

	<p style="text-align: center;">SENIOR LIBRARIAN</p>	<p style="text-align: center;">3</p>	<p>Information Studies or any related field from an accredited Tertiary Institution.</p> <ul style="list-style-type: none"> • Must be a member of a relevant professional body. • Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission. 	<p>Bachelor's Degree relevant work experience in a reputable institution.</p> <ul style="list-style-type: none"> • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
	<p style="text-align: center;">LIBRARIAN</p>	<p style="text-align: center;">2</p>	<p>A minimum of a Master's Degree in Library Studies, Information Studies or any related field from an accredited Tertiary Institution</p> <ul style="list-style-type: none"> • Must be a member of a relevant professional body. • Must pass a competitive selection interview conducted by the Authority in collaboration with the Public 	<ul style="list-style-type: none"> • A minimum of one (1) year post-Bachelor's Degree relevant work experience in a reputable institution. • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is</p>

			Services Commission.	an added advantage
	ASSISTANT LIBRARIAN	7	<p>A minimum of a Bachelor's Degree in Library Studies, Information Studies or any related field from an accredited Tertiary Institution.</p> <ul style="list-style-type: none"> • Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission. 	<ul style="list-style-type: none"> • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
	PRINCIPAL LIBRARY ASSISTANT	2	<p>A minimum of HND/ University Diploma in Library Science, Information Studies or any other related field from an accredited Tertiary Institution.</p> <ul style="list-style-type: none"> • Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission. 	<ul style="list-style-type: none"> • A minimum of three (3) years post-qualification relevant work experience in a reputable organization. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
			A minimum of	• Must have

	SENIOR LIBRARY ASSISTANT	24	<p>HND/ University Diploma in Library Science, Information Studies or any other related field from an accredited Tertiary Institution.</p> <ul style="list-style-type: none"> • Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission. 	<p>completed National Service.</p> <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
GENERAL SERVICES				
	ASSISTANT ADMINISTRATIVE MANAGER	8	<p>A minimum of a Bachelor's Degree from an accredited Tertiary Institution in any of the following fields: Business Administration, Public Administration, Social Sciences or other related fields.</p> <ul style="list-style-type: none"> • Must pass an interview conducted by the Authority in collaboration with the Public Services Commission. 	<ul style="list-style-type: none"> • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
			A minimum of a	• Must have

	ASSISTANT FINANCE MANAGER	2	<p>Bachelor's Degree from an accredited Tertiary Institution in any of the following fields: Finance, Accounting or other related disciplines.</p> <p>OR</p> <ul style="list-style-type: none"> • A minimum of Level II qualification from a recognized and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA). <p>• Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.</p>	<p>completed National Service</p> <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
	SENIOR FINANCE ASSISTANT	1	<p>A minimum of HND/University Diploma in Accounting or any related field.</p> <ul style="list-style-type: none"> • Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission. 	<ul style="list-style-type: none"> • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
			A minimum HND/	• A minimum

	PRIVATE SECRETARY	1	<p>Diploma in Secretaryship & Management or its equivalent professional qualification from an accredited Tertiary Institution.</p> <ul style="list-style-type: none"> • Must pass an interview conducted by the Authority in collaboration with the Public Services Commission. 	<p>of three (3) years post qualification relevant work experience in a reputable organization.</p> <ul style="list-style-type: none"> • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
	STENOGRAPHER	1	<p>A minimum of HND/Diploma in Secretaryship & Management or its equivalent professional qualification from an accredited Tertiary Institution.</p> <ul style="list-style-type: none"> • Must pass an interview conducted by the Authority in collaboration with the Public Services Commission. 	<ul style="list-style-type: none"> • Must have completed National Service. <p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
			<p>A minimum of HND/University Diploma in Purchasing &</p>	<ul style="list-style-type: none"> • Must have completed National Service.

	SENIOR ASSISTANT	PROCUREMENT	1	<p>Supply or any other related field.</p> <ul style="list-style-type: none"> • Must pass an interview conducted by the Authority in collaboration with the Public Services Commission. 	<p>Note: A national Service with the Ghana Library Authority is an added advantage</p>
	DRIVER		5	<p>A minimum of BECE / MSLC Certificate.</p> <ul style="list-style-type: none"> • A professional level qualification or industry skill-based certification in auto-mechanics. • A valid driving license not below 'D' class. • A valid driving license with "A" class would be an advantage (for Dispatch Rider) • Must pass an interview conducted by the Authority in collaboration with Public Services Commission. 	<ul style="list-style-type: none"> • A minimum six (6) years post license relevant work experience.
	SECURITY GUARDS		15	<p>A minimum of BECE.</p> <ul style="list-style-type: none"> • Must pass an interview conducted by the Authority in collaboration with 	<p>Three working experience with a Security firm is an added advantage</p>

			the Public Services Commission	
	LABOURERS/CLEANERS/MESS ENGERS	10	MSLC or BECE will be an advantage. <ul style="list-style-type: none">• Must pass an interview conducted by the Authority in collaboration with Public Services Commission	