

**AFRICAN REINSURANCE CORPORATION
SOCIETE AFRICAINE DE REASSURANCE
(AFRICA RE)**

An International Financial Institution with Headquarters in Lagos (Nigeria), five Regional Offices in Casablanca (Morocco), Nairobi (Kenya), Abidjan (Côte d'Ivoire), Port Louis (Mauritius), and Cairo (Egypt), as well as a subsidiary Company in Johannesburg (South Africa), owned by 41 member States of the African Union (AU), the African Development Bank (ADB), the IFC (International Finance Corporation), the DEG (German Development Finance Institution), the FMO (Dutch private sector financing company), PROPARCO (Subsidiary of the Agence Française de Développement) and 107 insurance and reinsurance companies,

ANNOUNCES VACANCY FOR THE FOLLOWING POSITION:

LIBRARIAN/ ARCHIVIST

A. MAIN DUTIES

The administration of the Library/Archives and Documentation Unit of the Corporation.

B. KEY RESPONSIBILITIES:

- i. Assist the Corporation Secretary in keeping custody of all Corporations' documents;
- ii. Set up a data base to cater for information needs;
- iii. Keep record and stock of files, documents, books and other information storage devices and ensure their smooth retrieval;
- iv. Ensure the successful implementation of and the smooth running of the new filing system in the Corporation;
- v. Assist in formulation and implementation of a document retention policy for the Corporation's Archive and library;
- vi. Ensure regular review of the filing system and make appropriate recommendation to the Corporation Secretary for adoption and implementation;

C. MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Applicants should hold a Bachelor's degree in Library Science, Archival Studies, Documentation or related disciplines with at least 10 years post qualification relevant work experience or Masters degree or full professional qualification plus 6 years post qualification relevant work experience;
- Membership of relevant professional bodies would be an added advantage;
- Bilingualism (English/French) would be an added advantage;

D. ADDITIONAL REQUIREMENTS FOR CANDIDATES FOR THIS POSITION:

Applicants must be:

- Nationals of member States of Africa Re;
- At least 28 and not more than 40 years old;

OTHER INFORMATION

- Salary and other conditions of service are competitive and comparative to what is obtainable in similar organizations.

PROCEDURE

Applications, together with full curriculum vitae and one passport size photograph, should be sent to the following address:

The Managing Director
African Reinsurance Corporation
Africa Re Building
Plot 1679, Karimu Kotun Street,
Victoria Island
PMB 12765
Lagos, NIGERIA

Tel: (234 – 1) 2626660-2/2663323/618820

Fax: 2626664/2663282

E-mail: vacancy@africa-re.com

CLOSING DATE FOR SUBMISSION OF APPLICATIONS: 28 FEBRUARY 2008