



# RAINBOW

INTERNATIONAL SCHOOL UGANDA

RAINBOW INTERNATIONAL SCHOOL UGANDA (RISU)

Kansanga (off Gaba Road), Nanganda Lukuli, Tyaba Zone

P. O. Box 7632, Kampala, Uganda

Tel: +256 (0)393 266 696/7; (0)393 283 816

Cell: +256 (0)758 032 501

Email: [info@risu.sc.ug](mailto:info@risu.sc.ug)

Website: [www.risu.sc.ug](http://www.risu.sc.ug)

## SECONDARY LIBRARIAN

We are seeking a dedicated, and highly committed Librarian to manage our Secondary section library, starting in August 2026. In this role, you will play a vital part in creating an enriching learning environment, promoting a culture of reading and research, and fostering information literacy among students and staff.

### Qualifications, Experience and Skills:

- **Education:** Bachelor's degree in Library and Information Science (BLIS) or a related field.
- **Experience:** Minimum of three years of professional experience working as a Librarian post-graduation. Experience within an international school or similar educational setting is highly advantageous.
- **Technical Proficiency:** Strong working knowledge of library science principles, including proficiency with modern library software, databases, cataloguing systems, and digital resources.
- **Pedagogical Knowledge:** Familiarity with current educational trends and best practices in school library services.
- **Collaborative Skills:** Demonstrated ability to work effectively with Teachers and Teaching Assistants to support curriculum needs.
- **Literacy Promotion:** Proven ability to foster a reading culture and organize literacy initiatives within a school community.

### Key Responsibilities

#### **Library Atmosphere & Culture:**

- Create a warm, inviting, and inclusive environment that encourages students to read, research, and study effectively.

#### **Collection Management**

- Oversee the processing of all new resources, including cataloguing, recording, and stamping textbooks, novels, and educational materials.
- Curate and maintain the library collection to ensure it meets the needs of the school community.
- Conduct a comprehensive annual inventory of library assets to ensure accurate records.

#### **User Support & Operations**

- Manage the scheduling of classes using the library facilities to ensure equitable access for all groups.
- Assist students and staff in locating relevant resources and navigating library systems.
- Enforce library guidelines and procedures to ensure the safety and proper use of materials by all users.

#### **Finance & Administration**

Principal: Mr. D. Jones, [principal@risu.sc.ug](mailto:principal@risu.sc.ug)





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- Liaise with the Finance department to manage the billing and fining process for students and staff who have lost or damaged library resources.

## Curriculum Collaboration & Programming

- Partner with Teachers and Teaching Assistants to integrate library resources into lesson plans and support diverse learning needs.
- Organize and implement library programs and literacy initiatives to promote a love of reading across the school.

**How to Apply:** Please email your application letter and a detailed CV to [applications@risu.sc.ug](mailto:applications@risu.sc.ug). Address your application letter to the **Principal**.

In the CV, please include a passport-sized photo at the top of the first page and the names and contact details of three professional referees (recent & current line managers, Headteachers, Principals, or Heads of School). **\*Do not send certificates or reference letters at this stage.**

**Closing Date: Sunday, 7<sup>th</sup> June 2026**

*Only shortlisted candidates will be contacted.*

For more information about the school please visit our website – [www.risu.sc.ug](http://www.risu.sc.ug) and/or our Facebook page.

*Rainbow International School Uganda is a safer recruitment school and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo appropriate child protection screening and rigorous background checks (including contacting previous employers). The successful candidate must possess a valid National ID card (for Ugandans) or passport (for non-Ugandans) and will be asked for a recent ICPC/Interpol check and the equivalent police Certificate of Good Conduct from the country of current residence/employment, police checks from countries where the candidate has previously lived or worked, notarised copies of relevant academic documents, yellow fever vaccination card (for non-Ugandans) and a pre-employment fit for work certification (as well as any other documents that may be required for work permit application for non-Ugandans and their family members).*

***We are an Equal Opportunities Employer (EOE)***

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