

## *Careers in the fields of Media, Libraries, Records and Archives*

### **LIBRARY & INFORMATION SCIENCE POSITIONS**

Library managers;  
Librarian;  
Database researchers;  
Knowledge managers;  
Database managers;  
Library technicians;  
Research assistants;  
Library management consultants;  
Knowledge management consultants.

### **MEDIA & COMMUNICATION POSITIONS**

Print journalists;  
Electronic journalists;  
Information officer/manager;  
Public relation officer/manager;  
News readers (TV & radio);  
Advertising agents/managers;  
Photographers;  
Newsroom managers/sub editor;  
Feature writers (magazine & newspapers);  
Sports,  
political/economic reporters (print & electronic);  
Media researcher;  
Media consultant/analyst.

### **RECORDS & ARCHIVES MANAGEMENT POSITIONS**

Records managers;  
Archivists;  
Legal records officers;  
Data entry officers;  
Medical records officers;  
File room supervisors;  
Micrographic technicians;  
Archives/records technicians;  
Research assistants;  
Records management consultants.

### *For more information contact:*

#### **THE DEPARTMENT OF INFORMATION AND COMMUNICATION STUDIES**

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#### *Records & Archives Management*

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#### *Faculty Officer*

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**UNAM**  
UNIVERSITY OF NAMIBIA



**FACULTY OF HUMANITIES & SOCIAL SCIENCES**

*Department of Information  
and Communication Studies*

## *Courses on Offer*

- Ph.D. & M.A. by Research
- B.A. Library and Information Science
- B.A. Record and Archives Management
- B.A. Media Studies
- Diploma in Library and Information Science
- Diploma in Records and Archives Management
- Diploma in Public Relations

## *Lecturing staff in the Department:*

### **FULL TIME:**

Dr F. J. Mwillima;

Prof. C. T. Nengomasha;

Prof. E. Akpabio;

Dr R. Abankwah;

Dr N. Hamutumwa;

Mr R. Tyson;

Ms A. Kakujaha

Mr W. Uutoni;

Mr W. Yule;

Ms M. Masha

### **B. A. LIBRARY & INFORMATION SCIENCE (HONS)**

The B.A. degree in Library & Information Science offers a formal qualification to those who wish to acquire skills in libraries, information centres, as information managers and other information related agencies and/or functions.

### **B.A. RECORDS & ARCHIVES MANAGEMENT (HONS)**

The B.A. degree in Records & Archives Management offers a formal qualification to those who want to work as records managers in organisations and records centres and as archivists in archival institutions. Graduates can exercise professional judgement in the management of organisational records as well as manage archives to preserve the Nation's documentary heritage.

### **B.A. MEDIA STUDIES (HONS)**

The B.A. degree in Media Studies offers formal qualification for those who wish to obtain skills and professional practice in electronic, print or new media, as well as public relations, corporate communications and advertising. From third year, students can choose from one of the three areas of specialisation (public relations, electronic media and print media) offered by the programme.

### **STRUCTURE OF THE B.A. DEGREES**

The B.A. Library & Information Science and B.A. Media Studies degrees are double-major qualifications consisting of one specialisation major i.e. Library & Information Science, and one second major selected from B.A. major subjects (see the Faculty of Humanities and Social Sciences Prospectus) taken up to fourth year level. The degree in Records & Archives Management is also a double-major degree, with History as the second major subject.

### **DIPLOMA IN LIBRARY & INFORMATION SCIENCE**

The two-year Diploma in Library & Information Science follows a curriculum complementary to the B.A. Degree. The programme will develop para-professional level information workers who can either work under qualified professionals, or on their own in small branch libraries, school libraries or other information agencies.

### **DIPLOMA IN RECORDS & ARCHIVES MANAGEMENT**

The two-year Diploma in Records & Archives Management offers a formal qualification and prepares para-professional level records and archives officers to work with records of any type such as financial, medical, human resources and stores or stock control records; or manage small archival collections and manuscripts in any library or information centre.

### **DIPLOMA IN PUBLIC RELATIONS**

The two-year Diploma in Public Relations offers a formal qualification to improve skills for those intending to work in public relations, corporate communications, advertising and event planning. The programme will develop para-professional level public relations workers who can either work under qualified professionals in the industry or on their own in small establishments. This diploma is offered through the Centre for Open, Distance and eLearning (CODeL).

Students who complete any of the Diploma programmes successfully may transfer to the B.A. Degree.

### **POST GRADUATE STUDIES**

Masters and Ph.D degrees by research are offered in media and information studies. Student will be required to attend post-graduate research classes offered by the Faculty and the Department.

### **UNAM RADIO**

The Department of Information and Communication Studies manages the UNAM Radio, a community radio station, which was established to increase practical student involvement with media and highlight UNAM activities to the wider community. Students are encouraged to develop their technical and presentation skills and produce a variety of programmes for the community, focusing on issues such as HIV/AIDS, teenage pregnancy, alcohol abuse and job creation.

### **UNAM ECHO**

The Echo is a publication of the Department of Information and Communication Studies. It is a student-led initiative. Students from all specialisations collaborate to produce this publication.