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Biblioteek- & Inligtingsdiens

Klerklike Assistent

Gesondheidswetenskappe Biblioteek, Tygerbergkampus

(Verw. BIB/38/0111)

Werkure: Maandag – Vrydag, 08:00 – 16:30

Pligte: Hulpverlening met interleningaanvrae; wegpak van boeke, tydskrifte en oudiovisuele items; hulpverlening aan kliënte in die fotokopieerafdeling van die biblioteek; hantering van take met betrekking tot die voorbereiding van tydskrifte vir inbinding; hulpverlening aan kliënte met die vind van materiaal op die rakke; hantering en sortering van pos; hulpverlening in die uitleenafdeling; uitvoering van administratiewe en ander take soos toegewys deur die afdelingshoof.

Vereistes: 'n Senior Sertifikaat; goeie kommunikasievaardighede in beide Afrikaans en Engels; basiese rekenaarvaardigheid; 'n kliëntediensingesteldheid; goeie menseverhoudinge; die vermoë om suksesvol binne spanverband te funksioneer; die vermoë om onafhanklik te funksioneer; noukeurigheid; aanpasbaarheid in die werksomgewing; die vermoë om onder druk te werk.

Aanbevelings: Toepaslike ervaring in 'n biblioteekomgewing; kennis van 'n biblioteek-rekenaarstelsel.

Diensaanvaarding: 1 April 2011 of so gou doenlik daarna

Sluitingsdatum vir aansoeke: 15 Februarie 2011

Navrae: Me Linda Bellairs by 021 938 9365

Die Universiteit hanteer alle aansoeke in terme van sy Diensbillikheidsplan wat erkenning verleen aan die behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese groepe.

Die Universiteit behou die reg voor om nie 'n aanstelling te maak nie.

'n Mededingende besoldigingspakket en uitstekende diensvoordele is aan hierdie pos verbonde. Nadere besonderhede is by **021 808 2753** beskikbaar.

U aansoek moet vergesel wees van 'n volledige curriculum vitae (insluitend die name en kontakbesonderhede van ten minste twee referente), en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

Doen aanlyn aansoek by <http://www.sun.ac.za/vakatures>

Kandidate kan moontlik aan gepaste psigometriese toetsing en ander keuringsinstrumente onderwerp word.

Indien u nie binne vier weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.



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Library & Information Service

Clerical Assistant

Health Sciences Library, Tygerberg Campus

(Ref. BIB/38/0111)

Working hours: Monday – Friday, 08:00 – 16:30

Duties: Assisting with interlibrary loans requests; shelving of books, journals and audiovisual items; assisting clients in the photocopying section of the library; performing tasks relating to the preparation of journals for binding; assisting clients in locating items on the shelves; handling and sorting of mail; performing administrative and other tasks as assigned by the the divisional head.

Requirements: Senior Certificate; good communication skills in both Afrikaans and English; basic computer proficiency; a client-service orientation; sound interpersonal relations; ability to function successfully within a team; ability to work independently; accuracy; flexibility in the work environment; ability to perform under pressure.

Recommendations: Relevant experience in a library environment; knowledge of a library computer system.

Commencement of duties: 1 April 2011 or as soon as possible thereafter

Closing date for applications: 15 February 2011

Enquiries: Ms Linda Bellairs on 021 938 9365

The University will consider all applications in terms of its Employment Equity Plan, which acknowledges the need to diversify the demographic composition of the staff corps, especially with regard to the appointment of suitable candidates from the designated groups.

The University reserves the right not to make an appointment.

A competitive remuneration package and excellent service benefits are attached to this position. For further details, contact **021 808 2753**.

Your application, comprising a comprehensive curriculum vitae (including the names and contact details of at least two referees), must reach the University before or on the closing date of the advertised post.

Apply online at <http://www.sun.ac.za/vacancies>

Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Should no feedback be received from the University within four weeks of the closing date, kindly accept that your application did not succeed.