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Library & Information Service

Acquisitions Division, JS Gericke Library

Assistant Librarian I (Ref. BIB/191/0710)

Working hours: Monday to Friday, 08:00-16:30.

Responsibilities: Downloading bibliographic records from databases • placing orders • receipt of ordered material • handling invoices and other financial documents • communicating with suppliers, colleagues and clients • monitoring budget allocations • setting up access to electronic resources • working with online vendor and acquisitions tools.

Requirements: A diploma in Library and Information Science or equivalent qualification OR a Senior Certificate plus relevant qualifications and experience • excellent computer skills within the Windows environment • excellent skills in using an integrated computerised library system, library-related databases and other library-related computer applications • knowledge of e-publications • analytical ability • meticulousness • successful experience or a good knowledge of financial processes in an acquisitions environment • good judgement skills and adaptability • excellent human relations and the ability to function successfully in a team • good verbal and written communication skills in both Afrikaans and English • successful administrative experience.

Recommendations: Relevant experience in a tertiary environment • knowledge of the Aleph computerised library system • knowledge of international library standards, e.g. MARC21 and AACR2R.

Commencement of duties: 1 September 2010 or as soon as possible thereafter

Closing date: 30 July 2010

Enquiries: Ms Ilse de Lange on 021 808 4874

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 these positions. 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.