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Library & Information Service

Health Sciences Library, Tygerberg Campus

Library Assistant B (Ref. BIB/190/0710)

Working hours: Monday to Friday (08:00 – 16:30), including evening and Saturday shifts according to a roster.

Duties: Performing lending, short-loan and administrative duties • general enquiries and client services within the circulation section of the library.

Requirements: Senior Certificate • at least three years' relevant library experience • a good command of both Afrikaans and English • computer proficiency in the Windows environment • a client service orientation • excellent interpersonal skills and the ability to co-operate successfully both within a team context and independently • accuracy • adaptability in the work environment.

Recommendations: Relevant experience in an academic library • knowledge of the Aleph computer system.

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

Closing date: 30 July 2010

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 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.