

**Stellenbosch University  
Library and Information Service**

**Junior Librarian: E-resources (Job Level 10.1)  
Ref. BIB/147/0523**

**Working hours:** Monday to Friday: 08:00 - 16:30

**Universiteit Stellenbosch  
Biblioteek- en Inligtingsdiens**

**Junior Bibliotekaris: e-Bronne (Posvlak 10.1)  
Verw. BIB/147/0523**

**Werksure:** Maandag tot Vrydag: 08:00 - 16:30

**Duties / Pligte:**

- Providing support to the Manager: Electronic Resources in managing the e-resource collection of the library;
  - Responsible for tasks related to the administration of e-resources and e-journal packages;
  - Periodically checking access to titles in the e-journals packages;
  - Troubleshooting e-resources access problems reported by clients;
  - Arranging vendor training sessions;
  - Collecting usage statistics for e-resources;
  - Assisting with e-resources marketing activities;
  - Assisting the Manager: E-resources with administrative duties related to the e-resources of the library, e.g., scanning and filing;
  - Providing client service related to e-resources.
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- Ondersteun die Bestuurder: Elektroniese Bronne in die bestuur van die biblioteek se e-bronne versameling;
  - Verantwoordelik vir die uitvoering van 'n verskeidenheid take verwant aan die administrasie van e-bronne en e-tydskrifpakkette;
  - Kontroleer op 'n gereelde basis toegang tot titels in e-tydskrifpakkette;
  - Oplossing van probleme in verband met toegang tot e-bronne soos aangemeld deur gebruikers;
  - Die reel van opleidingsgeleenthede deur verskaffers;
  - Insameling van die gebruikerstatistieke van e-bronne;
  - Hulpverlening met bemarkingsaktiwiteite vir e-bronne;
  - Ondersteun die Bestuurder: e-Bronne met die administrasie van die elektroniese-bronne van die biblioteek, bv., skandering en liasering;
  - Kliëntedienslewering met betrekking tot e-bronne.

**Requirements / Vereistes:**

- Bachelor's degree in Library and Information Science or equivalent qualification;
- At least two years' experience working in an academic library or similar environment in the technical services environment;
- Knowledge of the workings of online databases and electronic journals and experience with conducting searches on the databases;
- Experience in working with e-resources, specifically working with e-journal packages;
- Computer proficiency, especially in MS Excel;
- Accuracy and attention to detail;
- Good interpersonal and teamworking skills, as well as the ability to work independently;
- Good written and verbal communication skills.
- Baccalaureusgraad in Biblioteek- en Inligtingwetenskap of gelykwaardige kwalifikasie;
- Minstens twee jaar ervaring in 'n akademiese biblioteek of soortelike omgewing in die tegniese dienste omgewing;

- Kennis van die werking van aanlyn databasisse en elektroniese joernale en ervaring met soektogte op die databasisse;
- Kennis en ervaring om met e-bronne te werk, veral met e-tydskif pakkette;
- Rekenaarvaardigheid, veral in MS Excel;
- Akkuraatheid en aandag aan detail;
- Goeie interpersoonlike- en spanwerkvaardighede, asook die vermoë om onafhanklik te werk ;
- Goeie skriftelike en mondelinge kommunikasievaardighede.

**Recommendations / Aanbevelings:**

- Experience with using the Alma library management system;
- Experience in the use of the tools to make e-resources accessible, i.e., EBSCONET, e-Admin, etc.
- Ervaring van die Alma biblioteekbestuurstelsel;
- Ervaring in die gebruik van stelsels om e-bronne toeganklik te maak, bv. EBSCONET, e-Admin, ens.

**Commencement of duties / Diensaanvaardingsdatum:**

01 August 2023 or as soon as possible thereafter

01 Augustus 2023 of so gou doenlik daarna

**Closing date / Sluitingsdatum:**

05 June 2023 / 05 Junie 2023

**Enquiries regarding this post:** Ms. Caretha Nel on 021 808 4433 or at caretha@sun.ac.za

**Enquiries regarding remuneration/benefits, as well as technical assistance with the electronic application process:** Human Resources Client Services Centre on 021 808 2753, or at sun-e-hr@sun.ac.za

**Navrae rakende die posinhoud:** Me. Caretha Nel by 021 808 4433 of by caretha@sun.ac.za

**Navrae oor vergoeding/voordele asook tegniese ondersteuning met die elektroniese aansoekproses:** Menslike Hulpsbronne Kliëntedienssentrum by 021 808 2753, of by sun-e-hr@sun.ac.za

*Stellenbosch University is committed to employment equity (EE), and appointments will be made in line with the EE plan for the specific environment as well as the institutional EE Plan of the University.*

*Stellenbosch University reserves the right not to make an appointment.*

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

**APPLY ONLINE AT <https://www.sun.ac.za/english/careers> BY USING THE APPLY NOW LINK AT THE TOP RIGHT-HAND CORNER OF THE SPECIFIC VACANCY PAGE.**

*The University reserves the right to investigate qualifications and conduct background checks on all candidates.*

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

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*Die Universiteit Stellenbosch is verbind tot diensbillikheid (DB), en aanstellings sal ooreenkomstig die DB-plan vir die betrokke omgewing sowel as die Universiteit se institusionele DB-plan gedoen word.*

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

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

**DOEN AANLYN AANSOEK BY <https://www.sun.ac.za/afrikaans/loopbane> DEUR OP DIE APPLY NOW-SKAKEL REGS BO-AAN DIE BLAD VAN DIE SPESIFIEKE VAKATURE TE KLIK.**

*Die Universiteit behou die reg voor om kwalifikasies na te gaan en agtergrondinligting oor alle kandidate in te win.*

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

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