

# Stellenbosch University Library

## Scholarly Communication Librarian (Job Level 9)

Ref. BIB/207/0824

**Working hours:** Monday to Friday: 08h00 until 16h30

# Universiteit Stellenbosch Biblioteek

## Wetenskaplike Kommunikasie Bibliotekaris (Posvlak 9)

Verw. BIB/207/0824

**Werkure:** Maandag tot Vrydag: 08h00 tot 16h30

### Duties / Pligte:

- Administration of digital repository platforms;
  - Administration of the e-journal management platform;
  - Training and providing guidance to relevant user communities;
  - Advocacy and support for open access initiatives;
  - General administrative duties.
- 
- Administrasie van digitale bewaarplekke;
  - Administrasie van die e-joernaal bestuursplatform;
  - Opleiding en leiding vir toepaslike gebruikersgemeenskappe;
  - Voorspraak en ondersteuning vir ooptoegangsinisiatiewe;
  - Algemene administratiewe take.

### Requirements / Vereistes:

- A baccalaureus degree in Library and Information Science, **or** a baccalaureus degree with a postgraduate diploma in Library and Information Science, **or** an equivalent baccalaureus degree in a relevant field such as Informatics, Knowledge Management, Data Curation, or Data Science;
- At least three years' relevant experience in an academic or research library;
- A high level of computer literacy;
- Knowledge of scholarly communication processes;
- Knowledge of, and experience with working in digital repositories;
- Knowledge of e-journal management systems and practices;
- Good verbal and written communication skills.

- 'n Baccalaureusgraad in Biblioteek- en Inligtingkunde, **of** 'n Baccalaureusgraad plus 'n nagraadse diploma in Biblioteek- en Inligtingkunde, **of** 'n gelykwaardige Baccalaureusgraad in 'n toepaslike veld soos Informatika, Kennisbestuur, Databewaring, of Datawetenskap;
- Minstens drie jaar se toepaslike ervaring in 'n akademiese of navorsingsbiblioteek;
- 'n Hoë vlak van rekenaargelettertheid;
- Kennis van wetenskaplike kommunikasieprosesse;
- Kennis en ervaring ten opsigte van digitale bewaarplekke;
- Kennis van e-joernaalbestuurstelsels en -praktyke;
- Goeie mondelinge en skriftelike kommunikasievaardighede.

**Recommendations / Aanbevelings:**

- Knowledge of and experience in dSPACE and OJS digital systems;
  - Knowledge and experience of digitisation processes and practices;
  - The ability to function effectively, both independently and as part of a team.
- 
- Kennis en ervaring van dSPACE en OJS digitale stelsels;
  - Kennis en ervaring van digitaliseringsprosesse en -praktyke;
  - Die vermoë om effektief binne spanverband sowel as onafhanklik te werk.

**Commencement of duties / Diensaanvaardingsdatum:**

01 December 2024 or as soon as possible thereafter

01 Desember 2024 of so gou doenlik daarna

**Closing date / Sluitingsdatum:**

06 September 2024

**Enquiries regarding this position:** Ms Mimi Seyffert-Wirth on 021 808 9431, or at [mseyf@sun.ac.za](mailto:mseyf@sun.ac.za)

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

**Navrae rakende die posinhoud:** Me. Mimi Seyffert-Wirth by 021 808 9431, of by [mseyf@sun.ac.za](mailto:mseyf@sun.ac.za)

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

---

*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-posadresse 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.***

---