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Library and Information Service

Administrative Officer C2, Acquisitions Division (Stellenbosch University Library) (Ref. BIB/150/0521)

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

Duties:

- Service and operations related to compact storage;
- Service and operations related to the off-site storage facility;
- Handling deliveries at the delivery entrance of the SU Library;
- Preparing printed journals and newspapers for binding and handling related administration;
- Various administrative support tasks in Technical Services;
- Various support tasks in the SU Library, as may be required.

Requirements:

- Senior Certificate / Grade 12;
- A minimum of two years' proven success in an administrative support role;
- A valid driver's licence;
- Computer literacy, especially the use of Windows™;
- Good judgement and decision-making skills;
- Excellent interpersonal and teamwork skills;
- Meticulousness and attention to detail;
- Client-centeredness;
- Ability to handle the physical requirements of the role.

Recommendations:

- Experience of clerical library work and/or exposure to library practice.

Commencement of duties: 1 August 2021 or as soon as possible thereafter

Closing date: 6 June 2021

Enquiries regarding this position: Ms Daléne Swanepoel on 021 808 4873 or at dalene@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

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.

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.



Administratiewe Beampte C2, Bestelafdeling (Universiteit Stellenbosch Bibliotek)

(Verw.)

Werkure: Maandag tot Vrydag, 08:00-16:30

Pligte:

- Dienslewering en aktiwiteite met betrekking tot kompakte berging;
- Dienslewering en aktiwiteite met betrekking tot die afkampusbergingsfasiliteit;
- Die hantering van aflewering by afleweringingang van die US Bibliotek;
- Die voorbereiding van gedrukte tydskrifte en koerante vir inbinding en die hantering van verwante administrasie;
- Verskeie ondersteunende administratiewe take in Tegnieese Dienste;
- Verskeie ondersteuningstake in die US Bibliotek, soos benodig.

Vereistes:

- Senior Sertifikaat / Graad 12;
- 'n Minimum van twee jaar bewese sukses in 'n administratiewe ondersteuningsrol;
- 'n Geldige bestuurderslisensie;
- Rekenaargeletterdheid, veral in die gebruik van Windows™;
- Goeie oordeel en besluitnemingsvaardighede;
- Uitstekende interpersoonlike en spanwerkvaardighede;
- Noukeurigheid en aandag aan detail;
- Kliëntgerigtheid;
- Die vermoë om die fisieke vereistes van die pos te behartig.

. Aanbevelings:

- Ervaring van administratiewe bibliotekwerk en/of blootstelling aan bibliotekpraktyk.

Diensaanvaarding: 1 Augustus 2021 of so spoedig moontlik daarna

Sluitingsdatum: 6 Junie 2021

Navrae rakende die posinhoud: Me Daléne Swanepoel by 021 808 4873 of by dalene@sun.ac.za

Navrae rakende vergoeding/voordele asook tegniese bystand met die elektroniese aansoekprosedure: Menslike Hulpbronne-kliëntedienssentrum by 021 808 2753 of by SUN-E-HR@sun.ac.za

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.

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.
