

**Junior Librarian, Acquisitions Division
(Stellenbosch University Library)**

Ref. BIB/358/1221

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

Duties:

- Responsible for a variety of tasks related to electronic and printed journals, and overseeing and advising on these operations;
- Responsible for a variety of tasks related to ordering e-books, making them accessible and overseeing these tasks;
- Responsible for all processes related to standing orders;
- Financial administration;
- Managing compact storage and the off-site storage facility;
- Assisting with the training and supervision of staff in the Division;
- Providing client service.

Requirements:

- A bachelor's degree in Library and Information Science, or a bachelor's degree plus a diploma in Library and Information Science;
- A minimum of two years' relevant library experience;
- Experience of e-resources and making them accessible;
- Knowledge of financial practices, transactions and documents;
- Excellent computer skills;
- Experience of working on an integrated library system, e.g. Alma;
- Excellent interpersonal and teamwork skills;
- Accuracy and attention to detail.

Recommendation:

- Experience of printed journals and standing orders.

Commencement of duties: 1 April 2022 or as soon as possible thereafter

Closing date: 24 December 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



Junior Bibliotekaris, Bestelafdeling (Universiteit Stellenbosch Biblioteek)

Verw. Ref. BIB/358/1221

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

Pligte:

- Verantwoordelik vir 'n verskeidenheid take wat verband hou met elektroniese en gedrukte tydskrifte, en toesighouding oor en advies met betrekking tot hierdie dienste;
- Verantwoordelik vir 'n verskeidenheid take wat verband hou met die bestel van e-boeke, die toeganklikmaking daarvan en toesig oor hierdie take;
- Verantwoordelik vir alle prosesse wat verband hou met staande bestellings;
- Finansiële administrasie;
- Die bestuur van kompakte berging en die afkampusbergingsfasiliteit;
- Bystand met die opleiding van en toesighouding oor personeel in die Afdeling;
- Die lewering van kliëntediens.

Vereistes:

- 'n Baccalaureusgraad in Biblioteek- en Inligtingkunde, of 'n baccalaureusgraad plus 'n diploma in Biblioteek- en Inligtingkunde;
- 'n Minimum van twee jaar toepaslike biblioteekervaring;
- Ervaring van e-bronne en die toeganklikmaking daarvan;
- Kennis van finansiële praktyke, transaksies en dokumente;
- Uitstekende rekenaarvaardighede;
- Werkervaring van 'n geïntegreerde biblioteekstelsel, bv. Alma;
- Uitstekende interpersoonlike en spanwerkvaardighede;
- Noukeurigheid en aandag aan detail.

Aanbeveling:

- Ervaring van gedrukte tydskrifte en staande bestellings.

Diensaanvaarding: 1 April 2022 of so gou doenlik daarna

Sluitingsdatum: 24 Desember 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