

Working hours: Monday to Friday: 08h00 – 16h30

Universiteit Stellenbosch Biblioteek
Assistent Bibliotekaris: Bestelafdeling
Verw. BIB/264/0923

Werkure: Maandag tot Vrydag: 08h00 – 16h30

Duties / Pligte:

- Responsible for a variety of tasks related to ordering and receiving monographic library materials;
 - Responsible for a variety of tasks related to administering and maintaining printed and e-journals, including the processing of financial documents;
 - Assisting with the collection of statistics for books (printed and e-books);
 - Assisting in the collection of statistics for journals (printed and e-journals, single subscriptions);
 - Assisting with the e-resources helpline;
 - Responsible for a variety of tasks related to the coordinating of material received on approval and material received free of charge;
 - Providing client service.
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- Verantwoordelik vir 'n verskeidenheid take wat verband hou met die bestel en ontvangs van monografiese biblioteekmateriaal;
 - Verantwoordelik vir 'n verskeidenheid take wat verband hou met die administrasie en instandhouding van gedrukte en e-tydskrifte, met inbegrip van die prosessering van finansiële dokumente;
 - Hulpverlening met die versameling van statistiek vir boekmateriaal (gedrukte boeke en e-boeke);
 - Hulpverlening met die versameling van statistiek vir tydskrifte (gedrukte en e-tydskrifte, enkelsubskripsies);
 - Hulpverlening met die e-bronnehulplyn;
 - Verantwoordelik vir 'n verskeidenheid take wat verband hou met die koördinering van materiaal wat op sig en gratis ontvang word;
 - Die lewering van kliëntediens.

Requirements / Vereistes:

- Grade 12 plus a lower diploma in Library and Information Science, or a national diploma in Library and Information Science;
 - At least two years' relevant experience working with the acquisition of library material, including serials in an academic library;
 - Experience in the administration of electronic publications, including e-books;
 - Knowledge of financial practices, transactions, documents, and statistics;
 - Excellent computer skills;
 - Experience with working on an integrated library system;
 - Excellent interpersonal and teamwork skills;
 - Accuracy and attention to detail.
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- Graad 12 plus 'n laer diploma in Biblioteek- en Inligtingkunde, of 'n nasionale diploma in Biblioteek- en Inligtingkunde;
 - Minstens twee jaar toepaslike ervaring in die bestel van biblioteekmateriaal, met inbegrip van tydskrifte in 'n akademiese biblioteek;
 - Ervaring in die administrasie van elektroniese bronne, met inbegrip van e-boeke;
 - Kennis van finansiële praktyke, transaksies, dokumente en statistieke;
 - Uitstekende rekenaarvaardighede;
 - Werkservaring op 'n geïntegreerde biblioteekstelsel;
 - Uitstekende interpersoonlike en spanwerkvaardighede;
 - Noukeurigheid en aandag aan detail.

Recommendation / Aanbeveling:

- Experience working with Alma
- Werkservering met Alma.

Enquiries regarding this post: 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 Services Centre on 021 808 2753, or at sun-e-hr@sun.ac.za

Navrae rakende die posinhoud: Me Daléne Swanepoel by 021 808 4873, of by dalene@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

Closing date: 9 October 2023

Sluitingsdatum: 9 Oktober 2023

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-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.
