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Library and Information Service

Maintenance Officer (Stellenbosch University Library) (Ref. BIB/088.0122)

This vacancy is available for Stellenbosch University staff

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

Duties:

- Responsible for overseeing the maintenance and cleaning of the library, its branches, and the off-site storage facility;
- Providing client service to library staff and external clients;
- Responsible for the annual verification of the library's fixed assets.

Requirements:

- Senior Certificate / Grade 12;
- A minimum of three years' relevant experience;
- A valid driver's licence;
- The ability to identify and resolve practical problems;
- Computer literacy, especially the use of Windows™;
- The ability to handle the physical requirements of the role;
- Good judgement and decision-making skills;
- Excellent interpersonal and teamwork skills;
- Good communication skills.

Recommendations:

- Self-disciplined;
- The ability to multitask;
- Knowledge of Stellenbosch University's Planon system.

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

Closing date: 07 February 2022

Enquiries regarding this position: Ms Lindsay Main on 021 808 4875 or at lmain@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.



**Instandhoudingsbeampte
(Universiteit Stellenbosch Bibliotek)**
(Verw.)

Hierdie vakature is slegs vir Universiteit Stellenbosch-personeel beskikbaar.

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

Pligte:

- Verantwoordelik vir toesighouding oor die instandhouding en skoonmaak van die bibliotek, sy takbibliotek, en die afkampusbergingsfasiliteit;
- Die verskaffing van kliëntediens aan bibliotekpersoneel en eksterne kliënte;
- Verantwoordelik vir die jaarlikse verifikasie van die bibliotek se vaste bates.

Vereistes:

- Senior Sertifikaat / Graad 12;
- 'n Minimum van drie jaar se relvante ondervinding;
- 'n Geldige bestuurderslisensie;
- Die vermoë om praktiese probleme te identifiseer en op te los;
- Rekenaargeletterdheid, veral in die gebruik van Windows™;
- Die vermoë om die fisieke vereistes van die rol te hanteer;
- Goeie oordeelsvermoë en besluitnemingsvaardighede;
- Uitnemende interpersoonlike en spanwerkvaardighede;
- Goeie kommunikasievaardighede.

Aanbevelings:

- Self-gedissiplineerd;
- Die vermoë om verskeie take gelyk te hanteer;
- Kennis van die Universiteit Stellenbosch se Planon-stelsel.

Diensaanvaarding: 1 March 2022 of so spoedig moontlik daarna

Sluitingsdatum: 07 Februarie 2022

Navrae rakende die posinhoud: Me Lindsay Main by 021 808 4875 of by lmain@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.
