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STELLENBOSCH
UNIVERSITY



Library and Information Service

Metadata Librarian
(Metadata Management, Stellenbosch University Library)
(Ref. BIB/376/1119)

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

Duties:

- Performing original cataloguing conforming to the latest international standards;
- Classifying material using a variety of classification schemas;
- Maintaining standards with regard to copy cataloguing, authority creation and control, data input, linked data and database maintenance;
- Performing other duties and projects as assigned.

Requirements:

- A degree in Library and Information Science or equivalent thereof, plus at least one-year experience of metadata description, OR a diploma in Library and Information Science plus at least two years' experience of metadata description;
- Excellent computer proficiency in a Windows environment and other office applications;
- A knowledge of the following cataloguing standards and tools: Dewey Decimal classification, MARC21, RDA, LC Subject Headings and LC Name Authorities;
- Accuracy and attention to detail;
- The ability to unlock subject content in order to create descriptive metadata that will make material discoverable;
- Good interpersonal skills;
- Good written and verbal communication skills;
- Ability to work effectively both as a team member and independently.

Recommendations:

- Knowledge of integrated library systems and content management systems;
- Experience with using the Alma computer system, OCLC Connexion, Dublin Core metadata structure, DataCite or other metadata standards and schemas;
- Experience of working in an academic library, or the library of a research institution;
- Experience with NACO (Name Authority Cooperative Programme).

Commencement of duties: 1 February 2020 or as soon as possible thereafter

Closing date: 6 December 2019

Enquiries regarding this position: Mr. Philip de Villiers on 021 808 4888, or at pdv@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

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 e-mail address of at least three referees), must reach the University before or on the closing date of the advertised post.

Apply online at www.sun.ac.za/english/careers

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 weeks of the closing date, kindly accept that your application did not succeed.



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Bibliotek- en Inligtingsdiens

Metadatabibliotekaris **(Metadatabestuur, Universiteit Stellenbosch Bibliotek)** (Verw. BIB/376/1119)

Werksure: Maandag tot Vrydag 08:00-16:30

Pligte:

- Doen oorspronklike katalogisering volgens die jongste internasionale standarde;
- Klassifiseer materiaal deur die gebruik van 'n verskeidenheid klassifikasieskemas;
- Handhaaf standarde ten opsigte van kopiekatalogisering, gesagsbeheer en die skep van gesagsrekords, invoer van data, "linked data" en databasisinstandhouding;
- Voer ander pligte and projekte uit soos toegewys.

Vereistes:

- 'n Graad in Bibliotek- en Inligtingwetenskap of 'n gelykwaardige kwalifikasie plus minstens een jaar ervaring van metadatabeskrywing, OF 'n diploma in Bibliotek- en Inligtingwetenskap plus minstens twee jaar ervaring van metadatabeskrywing;
- Uitstekende rekenaarvaardigheid in 'n Windows omgewing en ander kantoortoepassings;
- Kennis van die volgende katalogiseerstandarde en -hulpmiddele: Dewey Desimale klassifikasie, MARC21, RDA, LC Saakhoofde en LC Naam Gesagrekords;
- Akkuraatheid en aandag aan detail;
- Die vermoë om onderwerpe te ontsluit ten einde beskrywende metadata te skep wat materiaal vindbaar sal maak ;
- Goeie interpersoonlike vaardighede;
- Goeie skriftelike en mondelinge kommunikasievaardighede;
- Die vermoë om effektief beide as 'n spanlid en onafhanklik te werk.

Aanbevelings:

- Kennis van geïntegreerde bibliotekstelsels en inhoudsbestuurstelsels;
- Ervaring met die gebruik van die Alma rekenaarestelsel, OCLC Connexion, Dublin Core metadatastruktuur, DataCite, of ander metadatastandarde en -skemas;
- Werkservaring in 'n akademiese bibliotek of die bibliotek van 'n navorsingsinstansie;
- Ervaring met NACO (Name Authority Cooperative Programme).

Diensaanvaarding: 1 Februarie 2020 of so gou doenlik daarna

Sluitingsdatum: 6 Desember 2019

Navrae rakende die posinhoud: Mnr Philip de Villiers by 021 808 4888, of by pdv@sun.ac.za

Navrae rakende vergoeding/voordele asook tegniese bystand met die elektroniese aansoekprosedure:
Menslike Hulpbronne-kliëntedienssentrum by 021 808 2753

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 e-posadres van ten minste drie referente)**, en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

Doen aanlyn aansoek by www.sun.ac.za/afrikaans/loopbane

Die Universiteit behou die reg voor om kwalifikasies na te gaan en agtergrondinligting oor alle kandidate in te win.

Indien u nie binne vier weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.
