

Library and Information Service

Faculty Librarian: Music Library

Ref. BIB/260/0922

This position is specifically suited to a dynamic person with proven experience in providing a specialised information and research support service.

Working hours: Monday to Friday 08:00 - 16:30, including Saturday shifts according to a timetable.

Duties:

- Providing information services and research support to clients of the Library and Information Service, with specialisation in music;
- Information literacy training, generic client training and the creation of e-learning programmes;
- Digitalisation;
- Collection development;
- Liaising, building relationships and communicating with the academic staff of the Department of Music and relevant role players on campus;
- Marketing of library services and resources.

Requirements:

- Bachelor's degree in Library and Information Science (LIS), or a bachelor's degree with a postgraduate diploma in LIS, or equivalent qualification;
- Two years' work experience in providing information services and research support in an academic or research library environment;
- Experience of information literacy development via contact sessions and/or e-learning programmes;
- Strong computer proficiency, including sound knowledge of the Windows environment;
- Excellent interpersonal, teamwork and liaising skills.

Recommendations:

- A teaching or training qualification;
- Knowledge of electronic information resources, databases and search engines, and the use thereof in music and related subject fields;
- Knowledge and experience of archival processes, including preservation and handling of archival material;
- Knowledge and experience of digitisation processes and practices.

Commencement of duties: 1 January 2023 or as soon as possible thereafter

Closing date: 6 October 2022

Enquiries regarding this post: Ms Beulah Gericke-Geldenhuis on 021 808 313/3508, or at bg1@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

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.

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.

Biblioteek- en Inligtingsdiens

Fakulteitsbibliotekaris: Musiekbiblioteek

Verw. BIB/260/0922

Hierdie pos is by uitstek geskik vir 'n dinamiese persoon met bewese ervaring in die lewering van 'n gespesialiseerde inligtingsdiens en navorsingondersteuning.

Werkure: Maandag tot Vrydag 08:00 - 16:30, met inbegrip van Saterdagdienste volgens 'n rooster.

Pligte:

- Lewering van inligtingsdiens en navorsingsondersteuning aan kliënte van die Biblioteek- en Inligtingsdiens, met spesialisering in musiek;
- Inligtingsgeletterdheidsopleiding, generiese kliëntopleiding en die ontwikkeling van e-leer programme;
- Digitalisering;
- Voorraadontwikkeling;
- Skakeling, die uitbou van verhoudinge en kommunikasie met akademici van die Departement Musiek en toepaslike rolspelers op kampus;
- Bemaking van die biblioteek se dienste en bronne.

Vereistes:

- B-graad in Biblioteek- en Inligtingkunde, of 'n B-graad met 'n nagraadse diploma in Biblioteek- en Inligtingkunde, of 'n gelykwaardige kwalifikasie;
- Twee jaar werkservaring in die lewering van inligtingsdienste en navorsingsondersteuning in 'n akademiese of navorsingsbiblioteekomgewing;
- Ervaring in inligtingsgeletterdheidsontwikkeling deur middel van kontaksessies en/of e-leer programme;
- Sterk rekenaarvaardighede, insluitend goeie kennis van die Windows-omgewing;
- Uitnemende interpersoonlike, spanwerk- en skakelingsvaardighede.

Aanbevelings:

- 'n Onderwys- of opleierskwalifikasie;
- Kennis van elektroniese inligtingsbronne, databasisse en soekengins, en die gebruik daarvan binne die vakgebied van musiek en verwante vakgebiede;
- Kennis en ervaring van argiefprosesse, insluitend preservering en hantering van argiefmateriaal;
- Kennis en ervaring van digitaliseringsprosesse en -praktyke.

Diensaanvaarding: 1 Januarie 2023 of so gou doenlik daarna

Sluitingsdatum: 6 Oktober 2022

Navrae rakende die posinhoud: Me Beulah Gericke-Geldenhuys by 021 808 3713/3508, of by bg1@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

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.

U aansoek moet vergesel wees van 'n **volledige curriculum vitae (insluitend die name en e-posadresse 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.
