

# Stellenbosch University Library

## Faculty Librarian: Economic and Management Sciences (Job Level 8)

Ref. BIB/208/0824

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

**Working hours:** Monday to Friday: 08h00 until 16h30

# Universiteit Stellenbosch Biblioteek

## Fakulteitsbibliotekaris: Ekonomiese en Bestuurswetenskappe (Posvlak 8)

Verw. BIB/208/0824

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

**Werkure:** Maandag tot Vrydag: 08h00 tot 16h30

### Duties / Pligte:

- Strategic planning and management and the implementation of strategic goals for the provision of information services and research support to the Faculty of Economic and Management Sciences;
- Information services provision and research support to all clients of the Library, with specialisation in Economic and Management Sciences;
- Subject specific information literacy and digital skills training, generic training and the creation of e-learning programmes;
- Creating and applying new and innovative services with the support of appropriate systems/programmes to reach clients, e.g., Moodle, LibGuides, Camtasia, virtual services tools and AI tools;
- Collection development;
- Liaising, building relationships, and communicating with the various academic departments within the Faculty of Economic and Management Sciences and relevant role players on campus;
- Marketing of library services and resources, orientation and training programmes, etc.
  
- Strategiese beplanning en bestuur en die implementering van strategiese doelwitte vir die verskaffing van inligtingsdienste en navorsingsondersteuning vir die Fakulteit Ekonomiese en Bestuurswetenskappe;
- Lewering van inligtingsdienste en navorsingsondersteuning aan kliënte van die Biblioteek, met spesialisering in Ekonomiese en Bestuurswetenskappe;
- Vakspesifieke inligtingsgeletterdheidsopleiding en digitale vaardigheidsopleiding, generiese opleiding en die ontwikkeling van e-leer programme;
- Ontwikkeling en toepassing van innoverende dienste met behulp van toepaslike stelsels/programme vir dienslewering aan kliente, bv. Moodle, LibGuides, Camtasia, virtuele hulpmiddels en kunsmatige intelligensiehulpmiddels;
- Voorraadontwikkeling;

- Skakeling, opbou van verhoudinge, en kommunikasie met die onderskeie akademiese departemente binne die Fakulteit Ekonomiese en Bestuurswetenskappe en toepaslike rolspelers op kampus;
- Bemaking van die biblioteek se dienste en bronne, oriëntasie en opleidingsprogramme, ens.

### **Requirements / Vereistes:**

- Bachelor's degree in library and information Science (LIS), or a bachelor's degree with a postgraduate diploma in LIS or equivalent qualification;
  - At least five years' experience in providing information services and research support in an academic environment;
  - Knowledge of the needs of the academic community with regard to information services, research support, and other client services;
  - Sound knowledge of information literacy development and e-learning in the academic sector;
  - Good teaching, presenting and facilitating skills;
  - The capacity to be innovative and dynamic in information provision and research support;
  - Knowledge of collection development;
  - Strong computer proficiency, including sound knowledge of the Windows environment;
  - Excellent interpersonal, liaising and marketing skills;
  - Excellent written and verbal communication skills;
  - The ability to work effectively within a team as well as independently without supervision.
- 
- 'n B-graad in Biblioteek- en Inligtingkunde of 'n B-graad met 'n nagraadse diploma (Biblioteek- en Inligtingkunde) of gelykwaardige kwalifikasie;
  - Minstens vyf jaar se ervaring in die lewering van inligtingsdienste en navorsingsondersteuning in 'n akademiese omgewing;
  - Kennis van die behoeftes van die akademiese gemeenskap ten opsigte van inligtingsdienste, navorsingsondersteuning en kliëntedienste;
  - Goeie kennis van inligtingsgeletterdheidsontwikkeling en e-leer in die akademiese omgewing;
  - Goeie opleidings-, aanbiedings- en fasiliteringsvaardighede;
  - Die vermoë om inligtingsdienste en navorsingsondersteuning op innoverende en dinamiese wyse te lewer;
  - Innoverend en dinamies in inligtingsverskaffing en navorsingsondersteuning
  - Kennis van voorraadontwikkeling;
  - Sterk rekenaarvaardighede, insluitend goeie kennis van die Windows-omgewing;
  - Uitnemende interpersoonlike-, skakelings- en bemarkingsvaardighede;
  - Uitnemende skriftelike en mondelinge kommunikasievaardighede;
  - Die vermoë om effektief binne spanverband sowel as onafhanklik sonder toesig te werk.

### **Recommendations / Aanbevelings:**

- A postgraduate qualification is a strong recommendation; Teaching or training qualification;
  - Exposure to and knowledge of changing trends and benchmarks in subject specific research support and academic libraries in general.
- 
- 'n Nagraadse kwalifikasie word sterk aanbeveel;
  - Onderwys- of opleidingskwalifikasie;

- Blootstelling aan en kennis van nuwe tendense en beste praktyke ten opsigte van vakspesifieke navorsingsondersteuning en akademiese biblioteke in die algemeen.

**Commencement of duties / Diensaanvaardingsdatum:**

01 December 2024 or as soon as possible thereafter

01 Desember 2024 of so gou doenlik daarna

**Closing date:** 06 September 2024

**Enquiries regarding this post:** Hendra Pretorius on 021 808 4382, or at [hfp@sun.ac.za](mailto:hfp@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](mailto:sun-e-hr@sun.ac.za)

**Navrae rakende die posinhoud:** Hendra Pretorius by 021 808 4382, of by [hfp@sun.ac.za](mailto:hfp@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](mailto: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.*

*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.**

*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-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.***

---