

**Stellenbosch University Library**  
**Junior Librarian: Acquisitions Division**  
**Ref. BIB/191/0724**

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

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**Universiteit Stellenbosch Biblioteek**  
**Junior Bibliotekaris: Bestelafdeling**  
**Verw. BIB/191/0724**

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

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**Duties / Pligte:**

- Responsible for a variety of tasks related to the administration of databases, journal packages, electronic journals, open resources and making e-books accessible;
- Responsible for the administration of open resources;
- Supporting all processes related to standing orders;
- Serial administration and record maintenance;
- Managing journal relocation and withdrawal processes;
- Assisting with activities related to binding processes;
- Jointly responsible for the cataloguing and classification of printed and electronic serials;
- Financial administration of invoices;
- Assisting with tasks related to the compact storage facility;
- Assisting with managing statistics for library resources;
- Providing client service.

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- Verantwoordelik vir 'n verskeidenheid take wat verband hou met databasisse, tydskrifpakette en elektroniese tydskrifte, oop hulpbronne en raadgewing met betrekking tot hierdie dienste;
  - Verantwoordelik vir die administrasie van oop hulpbronne;
  - Ondersteuning met alle prosesse wat verband hou met staande bestellings;
  - Tydskrifadministrasie en rekordinstandhouding;
  - Bestuur van die verskuiwing en onttrekking van tydskrifte;
  - Ondersteuning van take wat verband hou met die bindproses;
  - Gesamentlik verantwoordelik vir die katalogisering en klassifikasie van gedrukte en elektroniese reekse;
  - Finansiële administrasie van facture;
  - Bystand van take met betrekking tot kompakte berging;
  - Bystand met die bestuur van statistiek van biblioteekbronne;
  - Die lewering van kliëntediens.
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**Requirements / Vereistes:**

- Bachelor's degree in Library and Information Science, or equivalent;
- At least three years' relevant experience in an academic library;
- Experience in the administration and facilitating access to e-resources;
- Knowledge of financial practices, transactions, and documents;
- Excellent computer skills, especially in MS Office, MS Access and MS Excel;
- Experience of working on an integrated library system, e.g., Alma;
- Experience in the use of various library standards, e.g. RDA, MARC21, LC Subject Headings & Name Authorities, and DDC;
- Excellent interpersonal and teamwork skills;
- Accuracy and attention to detail.

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- Baccalaureusgraad in Biblioteek- en Inligtingkunde, of gelykwaardige kwalifikasie;
  - Minstens drie jaar se toepaslike ervaring in 'n akademiese biblioteek;
  - Ervaring van e-bronne en om toegang daartoe te fasiliteer;
  - Kennis van finansiële praktyke, transaksies en dokumente;
  - Uitstekende rekenaarvaardighede, veral in MS Office, MS Access and MS Excel;
  - Ervaring daarin om op 'n geïntegreerde biblioteekstelsel te werk, bv. Alma;
  - Werkservaring in die toepassing van biblioteekstandaarde bv. RDA, MARC21, LC Subject Headings & Name Authorities, en DDC;
  - Uitstekende interpersoonlike en spanwerkvaardighede;
  - Noukeurigheid en aandag aan detail.

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**Recommendations / Aanbevelings:**

- None.
- Geen.

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**Commencement of duties / Diensaanvaardingsdatum:**

01 November 2024 or as soon as possible thereafter

01 November 2024 of so gou doenlik daarna

**Closing date / Closing date:** 23 August 2024

**Enquiries regarding this position:** Ms Daléne Swanepoel on 021 808 4873, or at [dalene@sun.ac.za](mailto:dalene@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](mailto:SUN-E-HR@sun.ac.za)

**Navrae rakende die posinhoud:** Me Daléne Swanepoel by 021 808 4873, of by [dalene@sun.ac.za](mailto:dalene@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](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.**

*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.***

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*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.***

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