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Library and Information Service

Faculty Librarian (Stellenbosch University Library, Law Section) (Ref.BIB/220/0821)

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. 08:00-16:30

Duties:

- Providing information service and research support to clients of the Library and Information Service with specialisation in Law (including tax law for the School of Accountancy) and government publications;
- Information literacy skills training and the creation of e-learning programmes;
- Collection development;
- Liaising, building relationships and communicating with the various academic departments within the Faculty of Law, School of Accountancy and relevant role players on campus;
- Marketing of library services and resources.

Requirements:

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

Recommendations:

- Knowledge of electronic sources of law information, databases and search engines and the use thereof;
- A teaching or training qualification;
- Knowledge of the needs of the academic community with regard to information services, research support and other client services;
- Exposure to and knowledge of changing trends in research support and academic libraries in general.

Commencement of duties: 1 December 2021 or as soon as possible there-after

Closing date: 29 August 2021

Enquiries regarding this position: Pieter du Plessis on 021 808 4882

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 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.



Fakulteitsbibliotekaris (Universiteit Stellenbosch Bibliotek, Regsafdeling) (Verw.)

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

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

Pligte:

- Lewering van inligtingsdiens en navorsingsondersteuning aan kliënte van die Bibliotek- en Inligtingsdiens met spesialisering in Regte (ingesluit belastingreg vir die Skool van Rekeningkunde) en staatspublikasies;
- Inligtingsgeletterdheidsopleiding en die ontwikkeling van e-leer programme;
- Voorraadontwikkeling;
- Skakeling, die opbou van verhoudinge en kommunikasie met die onderskeie akademiese departemente binne die Fakulteit Regsgeleerdheid, Skool van Rekeningkunde en toepaslike rolspelers op kampus;
- Bemaking van die bibliotek se dienste en bronne.

Vereistes:

- 'n B-graad in Bibliotek- en Inligtingkunde, of 'n B-graad met Nagraadse Diploma (Bibliotek- en Inligtingkunde), of 'n gelykwaardige kwalifikasie;
- Twee jaar werkservaring in die lewering van inligtingsdienste en/of navorsingsondersteuning in 'n bibliotek of navorsingsomgewing;
- Ervaring in inligtingsgeletterdheidsontwikkeling deur middel van kontaksessies en/of e-leer programme;
- Kennis van voorraadontwikkeling;
- Sterk rekenaarvaardighede, insluitend goeie kennis van die Windows-omgewing;
- Uitnemende interpersoonlike, skakelings- en bemakingsvaardighede;
- Uitnemende kommunikasievaardighede.

Aanbevelings:

- Kennis van elektroniese regsbronne, databasisse en soekenjins asook die gebruik daarvan;
- 'n Onderwys- of opleierskwalifikasie;
- Kennis van die behoeftes van die akademiese gemeenskap ten opsigte van inligtingsdienste, navorsingsondersteuning en ander kliëntediens;e;
- Blootstelling aan en kennis van nuwe tendense ten opsigte van navorsingsondersteuning en akademiese biblioteke in die algemeen.

Diensaanvaarding: 1 Desember 2021 of so gou doenlik daarna

Sluitingsdatum: 29 Augustus 2021

Navrae rakende die posinhoud: Pieter du Plessis by 021 808 4882

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 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.
