

**Library and Information Service**  
**Junior Librarian: Learning and Training**  
**(Stellenbosch University Library)**  
Ref. BIB/362/1222

*This position is specifically suited to a dynamic person who enjoys both technology and working with people.*

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

**Duties:**

- Providing client service to clients of the Learning Commons and Makerspace;
- Digital and information skills training and the creation of generic e-learning programmes;
- Supporting and collaborating with Library IT regarding the maintenance and testing of equipment and new profiles for computers in the Learning Commons and e-classroom;
- Providing IT and software support to both students and staff in the Learning Commons and e-classroom with respect to the use of all electronic equipment;
- Detecting and reporting problems regarding software, printers, scanners and other IT functionalities;
- Ensuring that the computer equipment and software in the Learning Commons are functioning optimally and have a sufficient supply of consumables;
- Marketing of the Learning Commons and Makerspace services, guides, programmes and other activities;
- Performing maintenance and other administrative tasks as determined by the line manager.

**Requirements:**

- Diploma or Bachelor's degree in Information Technology, or a Bachelor's degree in Library and Information Science, or an equivalent qualification;
- At least three years' experience working in an academic library or similar environment in a client service role by assisting clients with queries of a technical and non-technical support nature;
- Knowledge of information retrieval, database search strategies, metadata and the use of search engines;
- Knowledge of digital and information literacy and the successful delivery thereof during training sessions;
- A general knowledge of the scope and variety of both printed and electronic information sources;
- Knowledge of IT functionality and knowledge of software programs, e.g., MS Office and software used for the development of e-learning training material;
- Excellent interpersonal, liaising and marketing skills;
- Excellent communication skills.

**Commencement of duties:** 01 April 2023 or as soon as possible thereafter

**Closing date:** 05 February 2023

**Enquiries regarding this post:** Mr. Jeremiah Pietersen on 021 808 4399, or at [jeremiahp@sun.ac.za](mailto:jeremiahp@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)

*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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**Biblioteek- en Inligtingsdiens**  
**Junior Bibliotekaris: Leer en Opleiding**  
**(Universiteit Stellenbosch Biblioteek)**  
Verw. BIB/362/1222

*Hierdie pos is by uitstek geskik vir 'n dinamiese persoon wat hou van beide tegnologie en om met mense te werk.*

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

**Pligte:**

- Die lewering van kliëntediens aan kliënte van die Leersentrum en Innovasieruimte;
- Digitale en inligtingsvaardigheidsopleiding en die ontwikkeling van generiese e-leerprogramme;
- Ondersteuning en samewerking met Biblioteek IT rakende die instandhouding en toets van toerusting en nuwe profiele vir rekenaars in die Leersentrum en e-klaskamer;
- Die verskaf van IT- en sagteware-ondersteuning aan beide studente en personeel in die Leersentrum en e-klaskamer rakende die gebruik van alle elektroniese toerusting;
- Die opspoor en rapportering van probleme ten opsigte van sagteware, drukkers, skandeerders en ander IT funksionaliteite;
- Verseker dat rekenaartoeusting en sagteware optimaal funksioneer en dat daar genoeg verbruikbare materiaal is;
- Die bemerking van die Leersentrum en Innovasieruimte se dienste, gidse, programme en ander aktiwiteite;
- Uitvoering van instandhouding en ander administratiewe take soos bepaal deur die lynhoof.

**Vereistes:**

- Diploma of baccalaureusgraad in Informasietegnologie, of 'n baccalaureusgraad in Biblioteek- en Inligtingwetenskap, of 'n gelykwaardige kwalifikasie;
- Minstens drie jaar se werkervaring in 'n kliëntediensrol in 'n akademiese biblioteek of soortgelyke omgewing, deur kliënte met navrae van 'n tegniese en nie-tegniese aard te help;
- Kennis van inligtingsherwinning, databasissoekstrategieë, metadata en die gebruik van soekenjins;
- Kennis van digitale en inligtingsgeletterdheid en die suksesvolle oordrag daarvan tydens opleidingsessies;
- 'n Algemene kennis van die omvang en verskeidenheid van beide gedrukte en elektroniese inligtingsbronne;
- Kennis van IT-funksionaliteite en kennis van sagtewareprogramme, bv. MS Office en sagteware wat gebruik word vir die skep van e-leer opleidingsmateriaal;
- Uitnemende interpersoonlike, skakelings- en bemerkingsvaardighede;
- Uitnemende kommunikasievaardighede.

**Diensaanvaarding:** 01 April 2023 of so gou doenlik daarna

**Sluitingsdatum:** 05 Februarie 2022

**Navrae rakende die posinhoud:** Mnr Jeremiah Pietersen by 021 808 4399, of by [jeremiahp@sun.ac.za](mailto:jeremiahp@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)

*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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