



The University of Zululand subscribes to the principles embedded in the Employment Equity Act

**PRINCIPAL LIBRARY ASSISTANT
REFERENCE NUMBER: 2018/08/LB64**

The Principal Library Assistant is responsible for planning, coordinating and directing the activities of the Stack Attendants to ensure shelving and library material (books, journals, manuscripts, theses and media resources) are correctly shelved, well organised and in good order to enable easy access by Library users.

KEY ACTIVITIES

- Operational Planning and Scheduling
- Operational Coordination and Service Delivery
- Staff Coordinating Supervision
- Administration and Reporting

MINIMUM REQUIREMENTS

- Degree or National Diploma in Library Science,
- Minimum 3 years' library experience preferably in a Higher Education Environment.

OTHER REQUIREMENTS

Knowledge

- Specialist knowledge of library processes and procedures
- Good working knowledge of SYMPHONY library systems an advantage
- Good knowledge of the Dewey Decimal Classification (DDC) system is a requirement

Skills

- Ability to communicate at all levels within the institution
- Computer Literacy
- Effective verbal and written communication in English

- Front Line customer / client service skills

Behaviour / Attributes

- Attention to details
- Team Player
- Quality and service oriented
- Accountability

****Candidates will be required to work on both Richards Bay and Kwadlangezwa campuses**

CLOSING DATE: 16 SEPTEMBER 2018

The University reserves the right not to make an appointment in the position or level as advertised.

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

Communication will be entered into with shortlisted candidates only.