



UNIVERSITY OF
ZULULAND

Library and Information Services

STACK ATTENDANT

GRADE 14

POST NO: LB89

REF: LB2019/09/LB89

The main purpose of this position is to:

- Attend to shelving of library material (books, journals, manuscripts, theses and other media materials) in accordance with their correct location.
- Attends to the assembly, disassembly and relocation of shelving.
- Assists users with the location of library material.

MINIMUM REQUIREMENTS

- In possession of a verifiable matric certificate.
- Basic computer knowledge of MS Office (Excel, Word, Internet explorer) suit.
- Physically able/fit to do manual labour (Carry books, assemble and disassemble shelving)

SKILLS

- Attention to detail;
- Customer/Client service skills;
- Ability to communicate at all levels;
- Effective verbal and written communication;
- Front line customer/service skills.

Closing date of applications: **22 September 2019.**

Applicants living outside a radius of 50 km from the University should NOT apply and will be disqualified from the process.

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

To apply for this position, please log on to Pnet.co.za. If not registered, please register and apply for the appropriate position. Ensure that you complete the questionnaire as per the specific post. Please note no applications through any other means will be accepted.

While the University of Zululand strives for equal opportunities, preference will be given to suitable candidates, particularly females and people with disabilities, in terms of the University's employment equity policy

Kindly Note: **Communication will be entered into with shortlisted candidates only.**