



**The University of Zululand subscribes to the principles embedded in the
Employment Equity Act
Grade 8**

**LIBRARIAN
REFERENCE NUMBER: LIBR2022/06/LB25**

In support of the teaching, learning and research endeavours of the University, provides advice and guidance to users (academics, researchers and students) on the location, sourcing and correct use of information. Is also responsible for marketing the services of the Library, the classification and cataloguing of material and information and the administration of the Institutional Repository. Responsible for categorising, recording and reporting on the usage of information materials.

KEY ACTIVITIES

- LIS Promotion and Marketing
- User Support and Guidance
- Classification and Cataloguing
- Collection Maintenance

MINIMUM REQUIREMENTS

- Four (4) year Degree in Library and Information Science, OR
- B.Tech in Library Science (NQF8), OR
- Bachelors' Degree plus a postgraduate degree in Library and Information Science, OR
- Bachelor of Arts plus Higher diploma in Library and Information Science;
- Qualification must include cataloguing and classification or a separate diploma in this area;
- Three (3) years' relevant experience in a **Higher Education library** environment ; preferably as a research librarian
- Working experience in a professional capacity in a library with knowledge of an ILS and e-resource management;
- Professional registration with LIASA;
- Driver's Licence;

Knowledge

- Expert knowledge and understanding of new technologies in the virtual space;
- Good working knowledge of Library Management Systems;
- Proven knowledge of learning management platforms and other related technologies;
- Specialist knowledge of library processes and procedures;
- Above average general and subject specific knowledge;
- Proven knowledge, understanding and ability to provide Information Literacy to support teaching & learning and research;
- Proven knowledge on digital literacy, e-Resources, Reference management tools (e.g. Endnote or Mendeley), Turnitin, etc.

Skills

- Proven presentation skills;
- Ability to develop new presentations, and tutorials on Digital and Information Literacy;
- Proven training skills;
- Ability to communicate and network at all levels, with internal and external stakeholders;
- High level of computer literacy;
- Effective verbal and written communication;
- Good time-management skills;

Behaviours

- Strong customer focus;
- Attention to detail and the ability to work very accurately to locate information correctly;
- Ability to work independently and as a part of a team;
- Quick adaptability and flexibility;
- Quality and service oriented;
- Accountability.

****Candidates will be required to work on both Richards Bay and KwaDlangezwa Campuses**

CLOSING DATE: 26 JUNE 2022

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.**

Candidates, who DO NOT MEET the minimum requirements, will not be considered and SHOULD NOT APPLY.

While the University of Zululand strives for equal opportunities, preference will be given to suitably qualified **South African Citizens, particularly females and people with disabilities**, in terms of the University's employment equity policy. UNIZULU is committed to employment equity and equal opportunity.

If you are not contacted within 2 months of the closing date, please consider your application unsuccessful.

By applying for this: position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, identity number, banking details, address, resume' etc, may be used, distributed, handled or processed and or stored, for purposes of Recruitment and Selection process of the University.

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