Introduction

The Library and Information Services Unit wishes to appoint a suitable qualified and experienced candidate in the position indicated below. The successful candidate will be based in the Pretoria Office on a five-year contract.

The Metadata Librarian will be part of the Library and Information Services Team responsible for maintaining the library catalogue. The incumbent should understand the essence of the library catalogue as a tool that represents the library globally. The incumbent should further ensure that the library resources are optimally displayed to enable seamless access to the collection of the HSRC.

Job Functions

Research

Industries

Research

Specification

Key responsibilities

- To create bibliographic records, either original or copy catalogue newly acquired library materials, as well as retrospective records.
- Resolve discrepancies in bibliographic records and set authority procedures for the library.
- Edit the bibliographic records for integration in the library management system.
- Create and maintain the acquisitions register and shelf lists for the library.
- Maintain bibliographic services procedural manual and policies.
- Experience with large-scale stocktaking will be an added advantage.
Requirements

Key requirements

• B.Bibl degree or an equivalent LIS qualification
• 5 years’ experience in cataloguing.
• Knowledge of AACR2, DDC system, Marc21 and LC.
• Good communication skills.
• Ability to work without supervision;
• Good time management.
• Ability to cooperate successfully within a team;
• Advanced knowledge of library management systems;
• Relevant experience in an academic library

The HSRC offers attractive, market-related packages, depending on qualifications and experience.

APPLICATIONS: In your application, please include a comprehensive CV, and the reference number of this position. The HSRC will only consider applications that include the above-mentioned requirements. Shortlisted applicants will be required to attend an interview and may also be required to undertake an assessment.

Please submit your application on-line at http://hsrc.jb.skillsmapafrica.com

For further information, NOT APPLICATIONS, please consult the HSRC website or for enquiries only, contact Ms Salamina Molamu + 27 12 316 9742.

Details of the HSRC can be found on the website (www.hsrc.ac.za).

Applicants are encouraged to submit prior to the closing date. Applicants who have not been contacted within eight weeks should assume that their application has been unsuccessful. Only applicants who are interviewed will be advised of the outcome of their applications.

The HSRC reserves the right to not make an appointment.

APPLICATIONS FROM RECRUITMENT AGENCIES WILL NOT BE ACCEPTED.

Job Closing Date

31/01/2018

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