

ADVERT SUMMARY



SENIOR LIBRARIAN: NATURAL SCIENCES

RECRUITER : NORTH-WEST UNIVERSITY

**REF: POTCH/PCVTL/PCLIB/DL/SENIOR
LIBRARIAN: NATURAL
SCIENCES/POTCHEFSTROOM/011220**

ADVERT DETAILS

Recruiter:	North-West University	Updated on:	2020-12-09 00:00:00
Start Date:	2020-12-01	End Date:	2020-12-18
AA/EE:	Not Applicable	Contract	Permanent
Location:	Potchefstroom	Available:	01 February 2021
Category:	Office Support	Offer:	Market Related
Reporting To:	Mrs Erika Rood, 018 299 2819	Positions:	1
	Potchefstroom Campus / DVC	Position	
Division:	Teaching & Learning / DVC	Type:	Support
	Teaching & Learning		

INTRODUCTION...

NORTH-WEST UNIVERSITY (POTCHEFSTROOM)

OFFICE OF DEPUTY VICE- RECTOR: TEACHING AND LEARNING

PEROMNES: 8

LIBRARY & INFORMATION SERVICE

VACANCY: Senior Librarian: Natural Sciences

POSITION NUMBER N001081

The management, control and continuous supervision of the quality of activities and use of the Natural Sciences Library in close cooperation with the Faculty of Natural Sciences, Engineering and School of Pharmacy and research focus areas, and the specific needs of staff and students for information for the sake of continuous development and expansion of services according to the most recent technological possibilities. To offer general

and advanced subject specific information services to students, lecturers and researchers and to give training to enable students to become independent information users.

MINIMUM REQUIREMENTS...

- B.LIS., B.Inf. or a B.-degree plus a postgraduate qualification in Information Science
- At least 4 years of experience
- LIASA membership

Responsibilities

- Planning, organisation, management and administration of the Branch Library
- Advanced and general information service
- Information Literacy Training
- Liaison
- Collection building
- LibGuides
- General service at circulation desk
- Administrative and ad hoc tasks

JOB SPECIFICATION...

- Knowledge of the application of a library operating system, information systems and information delivery in an academic environment
- Good comprehension of the broader context of the academic learning and teaching environment
- Knowledge of and skills in management matters and quality enhancement
- Knowledge of and insight into the academic structure and research activities on the campus and in the Faculties of Natural Sciences, Engineering and Health Sciences
- The ability to keep and update relevant information regarding users and information sources readily and effectively
- Knowledge of printed and other information sources in the Natural and Health Sciences as well as Engineering
- Computer literate with knowledge of MS Office, Groupwise and web technology
- Good written and verbal communication skills in Afrikaans and English for the sake of liaising with staff and students of the Faculty and the writing of reports
- Insight into the research needs of postgraduates
- Research and analytical skills

Behavioural Competencies

- Management skills for planning, organising and administration of the Branch Library staff and users
- Interpersonal skills for client service and problem-solving
- Time management, good judgement and decision-making skills

Recommendation

Additional Information Sciences qualifications

Four years of service in different departments of an academic library desirable

ENQUIRIES: Mrs Erika Rood, 018 299 2819

CLOSING DATE: 18 December 2020

COMMENCEMENT OF DUTIES: As soon as possible.

BENEFITS: Attractive study benefits as well as the normal fringe benefits apply

TO APPLY: Please visit our website:

nwu.pnet.co.za/index.php?s=advert_view&g=11080&x=6806521&i=3964&pop=1

The University subscribes to and applies the principles of the Employment Equity Act and is committed to transformation.

All applications will be processed in terms of the Protection of Personal Information Act.