



**INTERNAL APPLICATIONS ARE INVITED FROM INTERESTED PERSON(S)
FOR THE UNDER MENTIONED POST. ADVERT IS OPEN TO EXTERNAL
CANDIDATES**

**ADMINISTRATION POSITION
LIBRARIAN: SITES & INFORMATION SERVICES (PMB)
Ref. L342**

Educational Requirement

- M+4 (B Degree plus post graduate library diploma) or recognised four year library qualification e.g. B.Bibl/ B Tech.

Experience

- Three years professional library experience in an academic or research library with at least one year's experience dealing with postgraduate students and researchers.
- 1 – 2 supervisory experiences.

Knowledge

- Computerised library system
- Operating systems, applications packages including word processing, project management, spreadsheet and presentation software.
- Internet and web services, Federated search engines,
- Modes of Scholarly Communication, including Open Access and the research process
- Relevant research software tools such as EndNote, SPSS, NVivo
- Bibliometrics and research impact measures
- Scholarly publishing landscape
- Performance Management

Special Requirements

- Effective Communication skills – verbal and written.
- Expert Presentation, teaching and training skills.
- Effective Research skills
- Effective interviewing skills
- Public service orientation
- Broad general knowledge with ability to become familiar with the academic discourse of various disciplines.

Summary of Duties

- Assists the Manager: Campus Library & Sites and Manager: Academic Services in research, formulation and evaluation of policies and procedures relating to provision of library services to postgraduate students and researchers. Responsible for the co-ordination and supervision of the sites
- Oversees and manages operations of the postgraduate Research Commons in the Library
- Ensures skills transfer to postgraduate students and researchers (designated users),
- Develops the Library collection in designated areas in collaboration with subject librarians.
- Ensures satisfaction of core customers in the Library by undertaking tasks in manner directed by Line Manager
- Works autonomously yet maintains sound relationships with colleagues and contributes to team effort for e.g. in planning and delivery of relevant programmes; attending internal library meetings
- Ensures personal and professional self-development.
- Motivates to attend relevant courses/forums.
- Assists Line Manager with the conceptual planning, researching, and presentations of new projects related to postgraduate students and researchers.

- Captures and collates information and statistics and makes recommendations as required by line Manager.
- Submits requisitions for postgraduate and research services to line Manager for inclusion in the budget.
- Submits regular reports to line Manager in prescribed format.
- Represents the Library function externally for e.g. relevant institutional meetings, Library and information Association of SA, special library interest groups, regional and national collaboration (CHELSA), conferences as required by Line Manager

Contact Person: Mr S Patchappan, Tel: 031 373 2600

Email: Carees@dut.ac.za obtainable from our website www.dut.ac.za

Position status: Permanent

Publication: Internal and External

Please complete an official application for employment form obtainable from our website www.dut.ac.za

and send a detailed, a covering letter with the exact name of the post you are applying for and certified copy of the highest qualification to: careers@dut.ac.za

- 1. Communication will be entered into with short-listed candidates only.**
- 2. Only applications made on our application for employment form would be considered.**

Closing date 22 February 2023

“While DUT strives for equal opportunities, preference will be in terms of the University’s equity policy”

“The University reserves the right not to appoint”