

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

**ADMINISTRATION POSITION**

**LIBRARIAN: TRAINING AND DEVELOPMENT**

**Ref. 645**

**Educational Requirement**

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

**Experience**

* Three years professional library experience in a computerized library with at least one-year teaching experience

**Knowledge**

* SAQA, NQF, HEQF
* Skills Development Act
* Access to Information Act
* Understanding of Didactic and Pedagogic Principles
* Integrated computerised library system/s
* Operating systems, applications packages including word processing, project management, spreadsheet, and presentation software.
* Advanced Internet and web searching
* Working knowledge of ACRL IL framework

**Special Requirements**

* Effective Communication skills – verbal and written.
* Expert presentation, teaching and training skills.
* Effective Research skills
* Effective interviewing skills
* Public service orientation
* Wide general knowledge with ability to become familiar with the academic discourse of a specific subject area
	1. **Summary of Duties**
* Assists the Line Manager in research, formulation and evaluation of policies and procedures relating to training of staff and students in Information Services (utilisation of the library and its resources) and developing library staff toward realising the library’s goals.
* Collaborates with library staff and other partners to apply learning theories in the development, design, implementation, and maintenance of general and course-specific library-instructional materials, including the creation of effective lesson plans, assignments, and assessment strategies.
* Collaborates with the Information Services Team to facilitate the development, integration, and use of digital-learning objects into learning and course management systems and other online environments.
* Assists Line Manager with the conceptual planning, researching, and presentations of new projects related to Academic Services and training.
* 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 programmes; attending internal library meetings.
* Ensures personal and professional self-development.
* Motivates to attend relevant courses/ forums.
* Liaison with University structures in the planning and implementation of training programmes for staff
* Works in conjunction with university academic and support structures in administering the Library internship and In-service programme.
* Partner with internal stakeholders and liaise with experts regarding instructional design.
* Captures and collates information and statistics and makes recommendations as required by the Manager: Academic Services
* Submits requisitions for training to line Manager for inclusion in the budget.
* Submits regular reports to line Manager in prescribed format

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

**Email:** Carees@dut.ac.za obtainable from our website [www.dut.ac.za](http://www.dut.ac.za)

**Position status: Permanent**

**Publication**: Internal and External

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Please complete an official application for employment form obtainable from our website [www.dut.ac.za](http://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 30 June 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”