



# RECRUITMENT ADVERTISEMENT

## RESEARCH, INNOVATION AND ENGAGEMENT Library and Information Services

|                                                |                                                                                                                                                                                                                                                                                                                          |                                      |                              |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------|
| <b>POST TITLE</b>                              | <b>Deputy University Librarian: Clients Services</b><br><i>Bloemfontein campus</i>                                                                                                                                                                                                                                       |                                      |                              |
| <b>REFERENCE NUMBER</b>                        | • 853                                                                                                                                                                                                                                                                                                                    | <b>CLOSING DATE FOR APPLICATIONS</b> | • 29 March 2019              |
| <b>POST LEVEL</b>                              | • P7                                                                                                                                                                                                                                                                                                                     | <b>NATURE OF APPOINTMENT</b>         | • Permanent support services |
| <b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>  | <ul style="list-style-type: none"> <li>• Honours degree in Library Studies</li> <li>• 5 Years relevant experience, with 2 years management exposure</li> </ul>                                                                                                                                                           |                                      |                              |
| <b>DESIRED QUALIFICATION AND/OR EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• Master's degree in Library Studies</li> <li>• 8 years relevant experience, with knowledge of SEIRRA and 5 years management in Information or Circulations Services</li> <li>• LIASA membership</li> <li>• Database &amp; Internet based information retrieval skills</li> </ul> |                                      |                              |
| <b>DIRECT ENQUIRIES TO</b>                     | • Mr JM Kabamba at 051 507 3141 or jkabamba@cut.ac.za                                                                                                                                                                                                                                                                    |                                      |                              |

### MAIN TASKS

|                                                                                                            |                                                           |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1. Provide input into policies and procedures for Information Services and Circulations sub-unit           | 2. Provide input into the budget for the sub-units        |
| 3. Manage and monitor the implementation of Information Services and Circulations processes in the library | 4. Assist in the compilation of reports for the sub-units |
| 5. Manage and develop Information Services and Circulations staff                                          |                                                           |

### IMPORTANT INFORMATION REGARDING YOUR APPLICATION

*(Kindly ensure that you read and comply before submitting your application)*

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
  - A completed and signed CUT application form;
  - A comprehensive Curriculum Vitae;
  - A **certified** copy of a South African identity document or a passport;
  - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
  - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

### GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only. If you haven't received feedback in four weeks, consider your application not shortlisted.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

#### **By hand:**

The Resourcing office, Human Resources  
Central University of Technology, Free State  
ZR Mahabane building  
20 Pres. Brand Street  
Bloemfontein

#### **By mail:**

The Resourcing Office, Human Resources  
Central University of Technology, Free State  
ZR Mahabane building  
Private Bag X20539  
Bloemfontein, 9300

#### **By e-mail:**

[jobs@cut.ac.za](mailto:jobs@cut.ac.za)

