



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Library Assistant: Circulation & Shelving (P12)



Welkom Campus

RESEARCH, INNOVATION AND ENGAGEMENT | Library and Information Services | Ref 4312



About the
position

Main purpose of the job

To issue, receive and shelve library materials during all operating hours of the library

Main tasks

- | | |
|------------------------------|--|
| 1. Issue library materials | 2. Conduct library administrative duties |
| 3. Receive library materials | 4. Maintain library house keeping |
| 5. Shelf library materials | |

Note: The incumbent is expected to work according to the operating hours of the library, including working in the evenings.



About the
appointment

Nature of appointment

Permanent support services

Minimum salary scale (Total Cost to Company)

R236 457 (2020 Salary Scales still to be finalised)



What are we
looking for?

Minimum Qualification/ Knowledge and/or Experience

- Grade 12 with 1 to 2 years related experience or a relevant Diploma / Certificate

Desired Qualification/ Knowledge and/or Experience

- Experience in Integrated Library Systems e.g. Sierra
- 3 Years Academic Library experience
- Degree in Library & Information Services



Interested?

Job-Related Enquiries

Mr M Nthoroane ☎ 057 910 3537 ✉ mnthoroa@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office ☎ 051 507 3012 ✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or send an email to jobs@cut.ac.za

CLOSING DATE FOR APPLICATIONS – 14 February 2020

THINKING BEYOND