



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Library Assistant: Processing (P12)



Bloemfontein Campus

RESEARCH, INNOVATION AND ENGAGEMENT | Library and Information Services | Ref 4540



About the
position

Main purpose of the job

To receive, check correctness, and make Library material resources available for cataloguing and processing

Main tasks

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|--|--|
| 1. Receive ordered library materials | 4. Accession ordered library materials |
| 2. Prepare invoices for processing and payment | 5. Compilation of monthly statistics |
| 3. Prepare library materials for binding | |



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, including dealing with ordering
- Relevant Degree



Interested?

Job-Related Enquiries

Ms Z Mokone ☎ 051 507 3105 ✉ zandille@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 – 7 February 2020

THINKING BEYOND