



RECRUITMENT ADVERTISEMENT

ACADEMIC & RESEARCH DIVISION Library & Information Services

POST TITLE	Junior Librarian: Inter Library Loans		
REFERENCE NUMBER	• 875	CLOSING DATE FOR APPLICATIONS	• 16 October 2015
POST LEVEL	• P 9		
MINIMUM QUALIFICATION, EXPERIENCE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Diploma in Library & Information Sciences (or similar) and 1 to 2 years' related (inter-library loans) academic library experience <p>OR</p> <ul style="list-style-type: none"> • Degree in Library & Information Science (or similar) and more than 3 years' experience in a related field in academic library 		
DIRECT ENQUIRIES TO	• Mr Sello Borephe (sborephe@cut.ac.za) or 051 507 3142		

MAIN TASKS

1. Provide basic information and subject enquiries	2. Processing International requests on OCLC modules and National request on the ReQuest System from CUT postgraduates and staff
3. Provide interlending administration of the ReQuest System interface	4. Assist with compilation of Interlending Services report for the library
5. Liaison with postgraduates and staff to ensure policy is understood and applied consistently to ensure and effective service	6. Performs other duties as may be assigned

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.
- 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