



RECRUITMENT ADVERTISEMENT

TEACHING & LEARNING LIBRARY/INFORMATION SERVICES

POST TITLE	Deputy University Librarian: Technical Services		
REFERENCE NUMBER	• 881	CLOSING DATE FOR APPLICATIONS	• 06 May 2016
POST LEVEL	• P-7		
MINIMUM QUALIFICATION	• Honours Degree in Library Studies or equivalent		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	• 5 years relevant experience, with 2 years management exposure in library technical services		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Master's Degree in Library Studies or equivalent 5 (Five) years' experience in similar position • 8 years relevant experience, with knowledge of INNOPAC and 5 years management in cataloguing or acquisitions environment 		
DIRECT ENQUIRIES TO	• Mr Juliano Kabamba (Jkabamba@cut.ac.za) 051 507 3141		

MAIN TASKS

1. Provide input into policies and procedures for Cataloguing and Acquisitions sub-units	2. Manage and monitor the implementation of Cataloguing and Acquisitions processes in the library
3. Conduct library Administration	4. Manage and develop Cataloguing and Acquisitions staff
5. Provide input into the budget for the sub-units	6. Assist in the compilation of reports for the sub-units

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