



LIBRARIAN: PUBLISHED COLLECTIONS (PERMANENT)

Information Systems and Resources: Special Collections UCT LIBRARIES

The Libraries seek to appoint, at the Librarian level (PC 10), a librarian as part of the Published Collections unit within Special Collections. The primary purpose of the post of Librarian is to provide innovative, dynamic and collaborative library and information services to the academic community. This position is also focused on taking responsibility for the judicious development and preservation of published collections, in particular, African Studies and Rare Books. Applicants with strong analytical and research-driven skills and who meet the requirements are encouraged to apply for the post.

Minimum Requirements and Competencies:

- Appropriate university-based library qualification at NQF Level 8 (PG Diploma, Honours degree, or 4-year Bachelor degree)
- 2 years' experience in an academic or research related environment
- Strong evidence of acquired subject knowledge in African politics or history would be advantageous
- Sound knowledge of, and experience in, dealing with African Studies and Rare Books would be advantageous
- Research support skills
- Information management skills
- Ability to work as an individual and within a team

Responsibilities:

- Providing an array of reference and research services including general and subject specific services relevant to Special Collections
- Serving as the liaison and communication conduit between the faculties and the Libraries including providing instruction for groups
- Monitoring and proposing innovative services, in particular, Rare Books and African Studies Collections
- Collections development and maintenance.
- Bibliographic access and control of print, audiovisual and electronic collections
- Preservation and conservation of historical collections

Please note that this post involves some after hours and weekend work.

The annual cost of employment for 2017, including benefits is between R 420 032 and R494 154.

To apply, please e-mail the below documents in a **single pdf file** to Ms Melanie Falken at recruitment02@uct.ac.za :

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 650 5764

Website: www.uct.ac.za

Reference number: E17162

Closing date: 20 November 2017

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf> .

UCT reserves the right not to appoint.