Job Details
Employer: Educor

A Private Education provider is seeking to employ a Librarian at their campus in Vaal.

**Key Activities:**

**Booklist**
- Prepare and distribute booklist to lecturers
- Collect complete booklists from lecturers
- Compile Damelin booklist
- Distribute booklist to book shops for quotes
- Prepare a budget based on quotes

**Purchases**
- Draw up order and discuss with Finances
- Send order to book shop
- Control deliveries against order when it is delivered
- Catalogue and classify books

**Management**
- Manage time table of library assistant
- Manage leave applications
- Manage research processes
- Manage staff duties
- Liaise with publishers and book stores
- Liaise with LIASA

**Management of Branch Libraries**
- Order books for branch libraries
- Catalogue and Classify books
- Enter books into ICAS and issue to branch
- Do invoice allocations per branch
- Liaise with branch GM
- Send invoice to finances for payment
Branch Site Visits

- Interview with GM re library
- Interview with Librarian re branch specific information
- Solve problems
- Make suggestions
- Do branch library performance evaluation

Persons wishing to apply for this position are requested to send through a detailed CV to konanani Munyai, konanani.munyai@damelin.co.za.

Candidate Requirements

**Job Requirements:**

- Diploma/Degree in Library Science
- ± 2 years library experience

Persons wishing to apply for this position are requested to send through a detailed CV to konanani Munyai, konanani.munyai@damelin.co.za.

Apply before Monday, October 5, 2015