



**Mangosuthu
University of Technology**

VISION

The vision of Mangosuthu University of Technology is to be a pre-eminent higher education institution of technology that fosters socio-economic advancement through the scholarships of teaching, applied research and community engagement.

MISSION

As a demonstration of the University's commitment to social redress, our mission is to provide advanced, technology-based programmes and services that are career- and business-oriented in the broad fields of engineering, natural and management sciences for the uplift of talented but predominantly disadvantaged individuals. By so doing, the University seeks to contribute to the creation of an equitable and prosperous Southern Africa in which individuals have the opportunity to achieve their full potential.

LIBRARY SERVICES

ASSISTANT LIBRARIAN: ACQUISITIONS (P10) – Ref AL13

Key Performance Areas:

- Manages the day-to-day activities of the acquisition department which include ordering, receiving and maintaining the list of the available resources
- Support the librarians on selection, acquisition to enhance the curricular, research and mission of the Mangosuthu University of Technology.
- Organize book exhibitions
- With the assistance of the supervisor, evaluate faculty and student request to determine suitability for the collection, considering the collection development policy, date of published information, and product availability from the library vendors
- With the assistance of the supervisor, manage the expenditures and plan budgets based on the system generated financial reports for the department
- Coordinates with the supervisor for proper allocation of funds to meet the requirements
- Update requesters/selectors on the acquisition status of requested materials
- Serve as a primary collection development contact for librarians, library staff, library users, faculties, other libraries, and vendors.
- Prepare assessments, estimates and reports for requesters/selectors, faculties, and administrators. Generate reports/statics

- Work collaboratively with others to monitor budgets, and to order, receive, and correctly process materials.
- Verifies information of requested materials on library holdings and prepares orders for new acquisitions
- Prepare invoices and submit it to the office of the supervisor for processing
- Engage in stocking
- Assist cataloging with book processing as and when necessary
- Perform office support functions and other duties as assigned

Minimum Requirements:

- National Diploma in Library and Information Studies or equivalent
- Minimum two (2) years relevant experience in a computerized acquisitions selection, preferably in an academic library.
- One (1) year Library work experience and use of ILMS

Recommendations

- Ability to negotiate with vendors to initiate good pricing agreements
- Ability to generate reports from ILMS and write reports.
- Report writing skills
- Computer proficiency required, including use of Microsoft Excel, Word, and PowerPoint.
- Ability to learn new technologies
- Ability to work independently with high degree of accuracy and attention to detail.
- Ability to work effectively with students, staff and colleagues, and train them in a variety of procedures
- Strong written and oral communication skills. Aptitude for working with quantitative information.

Competencies:

- Timeous response to order suggestions and requests.
- Up to date knowledge of procedures of cataloging, legal publishing and an exposure to various e-resources
- Knowledge of RDA , DDC and AACR2 tools
- Good interpersonal skills and should be a strong communicator
- Good analyzing, negotiating and researching ability.
- Should be proficient in computers to compile and maintain relevant data.
- Should be able to demonstrate exceptional time management and organization skills
- Ensures that there are no duplicate records related to order placing, receiving
- Excellent interpersonal and organizational skills

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Salary range: R229 215.00 – R318 542.00 (P10) basic salary per annum.

Benefits: 13th cheque, housing subsidy/allowance, pension, medical aid, group life, study grant

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications; and (e) names of three contactable referees to: Department of Human Resources and Development, Mangosuthu University of Technology, PO Box 12363, Jacobs, 4026 or via email: hr@mut.ac.za.

Enquiries: Tel: (031) 907 7328 / 7560 / 7565

Closing Date: 23 February 2018

"Mangosuthu University of Technology is committed to employment equity"