



**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

CIRCULATION LIBRARIAN (P9) – Ref: AL16

Key Performance Areas:

- Manages shelving, circulation and short-loans services;
- Join User Services Unit, and collaborate closely with Evening Librarian.
- Run circulation module;
- Run printing and copier facilities;
- Ensure the proper care and maintenance of damaged, missing, replacement or problem books identified in collection;
- Ability to train students and staff;
- Maintain serial modules in the ILMS;
- Assist with developing relevant policies and procedures;
- Provide functional supervision of relevant staff;
- Assist with developing policies and procedures for the serial section.
- Liaison with internal and external stakeholders;
- Participating in library specific projects as required and/or necessary;
- Participate in developing appropriate library guides.
- Conduct user surveys

Minimum Requirements:

- B.BIBL Degree or BTech in LIS.
- Three (3) years relevant experience in the Library environment in an academic institution.

Recommendations:

- Familiarity with serial claiming, binder, acquisitions, cataloguing, vendors and serials aggregators.
- Computer literacy (MS Office Suite).
- Ability to generate reports from ILMS and write regular reports.
- Sound knowledge of information literacy development and e-learning in the academic sector.
- Knowledge of changing trends and benchmarks in subject specific research support and academic libraries in general.
- Knowledge of RDA, DDC and AACR2 tools
- Knowledge of relevant ILMS
- Report writing skill.
- Marketing library services and products.

Competencies:

- Good communication skills-written and verbal.
- Library user / student service and support
- Training all end users, Library orientation.
- Good interpersonal skills.
- Excellent customer service skills
- Good training and presentation skills
- Good interpersonal, liaison and marketing skills.
- Ability to conduct orientation of new users and training.
- Ability to function effectively both independently and as part of the team.

Salary range: R288 384.00 – R401 666.00 (P9) 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

proof of professional registration with a relevant professional body where applicable (**Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa.**); 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"