



**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**

### **PERIODICALS LIBRARIAN (P9) – Ref: AL33**

#### **Key Performance Areas:**

- Manages the Serial /Periodicals collection
- Maintain serial modules in the ILMS
- Conduct integrated collection management of print and electronic journals.
- Develops and coordinates the serials budget and standing orders budget.
- Analyses expenditures and provide budget forecast for fiscal year planning.
- Provides information on expenditures and subscription changes to library management.
- Perform and / or supervise the checking in, routing and processing of newly received materials, claiming missing and /or damaged materials, binding and withdrawal of out-of-date or discarded materials using the ILMS.
- Assist with developing policies and procedures for the serial section.
- Train students and staff on accessing information form serial and databases.
- Cataloguing of new materials
- Liaison with external stakeholders.
- Provide supervision of staff;
- Participating in library specific projects as required and/or necessary.
- Ensure the proper implementation of library rules and regulations.
- Conduct user surveys.

**Minimum Requirements:**

- B.BIBL Degree or BTech in LIS.
- Three (3) years relevant experience with serials management, preferably in an academic institution.

**Recommendations:**

- Familiarity with serial claiming, binder, acquisitions, cataloguing, vendors and serials aggregators.
- Computer literacy (MS Office Suite).
- Knowledge of RDA, DDC and AACR2 tools
- Knowledge of relevant ILMS
- 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.
- 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.
- Excellent customer service skills
- Good training and presentation skills
- Good interpersonal skills.
- Must have sound supervisory
- 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.

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**Salary range:** R288 384.00 – R401 666.00 (P9) basic salary per annum.

**Benefits:** 13<sup>th</sup> 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](http://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](mailto: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"**