



**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

SENIOR LIBRARIAN: USER SERVICES (P7) – Ref: AL10

Key Performance Areas:

- Management of User Services (including Circulation, Short-loans, ILL, Information Services as well as Internet Labs and Audio Visual Collections).
- Management of the auxiliary library units to support specific faculties.
- Supervise relevant staff members.
- Budgeting and Financial Management for the unit.
- Staff development and supervision of the sections.
- Liaison with internal and external stakeholders.
- Develop policies and procedures to ensure awareness and compliance with legislation and regulations.
- Compilation of reports.
- Build good working relations with internal and external stakeholders.

Minimum Requirements:

- Honours Degree in Library and Information Science.
- Five (5) years relevant experience in the Library environment, preferably in an academic institution.
- Five (5) years supervisory relevant experience.

Recommendations:

- Ability to perform troubleshooting and resolve software problems and communicate information to all library staff.
- Flexibility and the willingness to adapt to changing priorities and project

- Excellent knowledge of ILMS
- Exposure to electronic library environment
- Computer literacy (MS Office Suite).

Competencies:

- Communication skills.
- Team player.
- Problem solving skills
- Organising skills
- Interpersonal relations
- Ability to build and maintain relationships /partnerships
- Good training and presentation skills
- Good interpersonal, liaison and marketing skills.
- Ability to function effectively both independently and as part of the team.

Salary range: R447 897.00 – R592 149.00 (P7) 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"