

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

RESEARCH DIVISION

**LIBRARY OFFICER X2
(PEROMNES GRADE 11)**

**RESEARCH DIVISION (LIBRARY SERVICES)
HOWARD COLLEGE CAMPUS**

REF NO. RO 04/2020

The incumbent will be responsible for promoting the use of Library materials by providing a Circulation service and assisting library users to find information, the responsibilities include answering general queries about the Library's collections, circulation of library material using the Library's electronic circulation module, general administration associated with the Issue Desk. The incumbent must be self-motivated and be able to work under pressure without continuous supervision and must be must be willing to learn.

Minimum requirements:

- Three years relevant library qualification
- Six (6) months relevant experience
- Proficient in Microsoft office or similar suite of programs.
- Experience in the use of the Library's electronic library management system.

Short-listed candidates may be required to undergo a skills test.

Enquiries and details regarding this post, including requests for a job profile may be directed to Mrs R. Govender, 031 2602007, or govenderre@ukzn.ac.za

The closing date for receipt of applications is the **04 March 2020**.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to recruitment-nm@ukzn.ac.za

LIBRARY OFFICER MUST CLEARLY BE STATED ON THE APPLICATION.

Communication will be limited to the short-listed candidates only.