

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

**SENIOR LIBRARY ASSISTANT: CIRCULATION
(PEROMNES GRADE 12)
CECIL RENAUD LIBRARY
PIETERMARITZBURG**

REF NO 11/2019

The incumbent is responsible for promoting the use of Library materials by physically organising library materials (in all physical formats) in a systematic and accessible manner; processing books (new and re-catalogued) and current journal issues; assisting Library users with loan transactions and answering general queries about the Libraries collections.

Minimum Requirements:

- Matric with two (2) years relevant experience;
- Basic proficiency in the use of a word-processing package and simple spreadsheets;
- Working knowledge of the Dewey Decimal Classification scheme.

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

Enquiries and details regarding this post, including requests for a job profile, may be directed to Mrs. Celeste Johns, 033-260 6272 or Johns@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 05 July 2019. 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

Advert Reference Number MUST be clearly stated in the subject line.