

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representativeness within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

RESEARCH DIVISION

**METADATA LIBRARIAN/CATALOGUER
(PEROMNES GRADE 8)
HOWARD COLLEGE**

REF NO: RO 06/2019

The library pursues excellence and has established high professional, international standards. The incumbent will serve as a metadata librarian/cataloguer and will be responsible for Descriptive and Subject Cataloguing of all UKZN libraries print and electronic resources, training of all library staff and student interns in the cataloguing procedures, quality control of new records done by colleagues, maintenance of existing UKZN records, and other professional duties and support functions as appropriate, that may be reasonably required.

Minimum requirements:

- A university degree plus a post graduate diploma in library / information studies, or a B.Bibl
- A minimum of three years' relevant cataloguing experience with an automated library system in an academic library using Library of Congress Subject Headings, Resource Description and Access (RDA) cataloguing rules, Dewey Decimal Classification schedules and MARC 21 communication format.
- Sound knowledge of the principles and practices of bibliographic control (cataloguing standards and rules, classification systems) in an electronic environment.

Advantages:

- An Honours degree in LIS.
- Membership of a national library association, particularly a cataloguing interest group e.g. IGBIS.
- Knowledge and experience of Records Manager and/or WorldShare IT network.
- Proficiency in Word, Adobe, MS Office or similar.

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 Ms Ashika Ramlakhan (ramlakhana@ukzn.ac.za or 031-2607753).

The total remuneration package offered includes benefits. The closing date for receipt of applications is 13 March 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.