**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**

**HEAD: CIRCULATION**

**(PEROMNES GRADE 7)**

**LIBRARY SERVICES**

**PIETERMARITZBURG**

**REF NO. RO13/2017**

The incumbent will take responsibility for the promotion of the use of Library materials, by managing staff and facilities in the Circulation department, and ensuring that access to the Library and its services is at an optimal level in order to support teaching, learning and research.

**Minimum Requirements**:

* Four (4) year relevant professional qualification in librarianship;
* Relevant Honours degree;
* Four years’ (4) post-qualification relevant experience of which at least two (2) years should be at a supervisory level;
* Good understanding and hands on experience of library circulation procedures and processes;
* Experience in using an electronic library management system.

**Preferential Requirements**:

* Experience of working in an academic library
* Relevant Master’s degree

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 Louann Thomas, 033-260 5265 or Thomasl@ukzn.ac.za

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 9 November 2017.**

**Applicants are required to complete the relevant application form, which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms must be sent to** **Recruitment-jm@ukzn.ac.za**

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