**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**

**IT ASSISTANT**

**(PEROMNES GRADE 11)**

**LIBRARY INFORMATION SYSTEMS**

**HOWARD COLLEGE**

**REF NO. RO11/2017**

The IT Assistant maintains the Library’s information systems, providing hardware and software support to Library staff. Main duties include: systems support, hardware and software support and training.

**Minimum Requirements**:

* Grade 12
* A 1-year relevant diploma or qualification eg. International Computer Drivers Licence or similar qualification
* Two (2) years’ relevant experience
* Good technical knowledge of Windows operating system, and MS Office or similar suite of programs
* Good interpersonal - verbal and written - communication skills.

**Preferential Requirements**:

* A qualification in Library and Information Studies
* Experience using a content management system eg. D-Space
* Experience using an electronic library management system.

**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**](mailto:Recruitment-jm@ukzn.ac.za)

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