

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

**PERSONAL LIBRARIANS: LIBRARY INFORMATION SERVICES
SCHOOL OF LAW (HOWARD) & GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP (WESTVILLE)
(PEROMNES GRADE 8)
RESEARCH DIVISION (LIBRARY SERVICES)
(ONE YEAR FIXED-TERM CONTRACT)**

The incumbents will be responsible for providing personal librarian service to support teaching, learning, and research, as well as the general intellectual life of the University. The Personal Librarians will also be responsible for educating students and staff on the principles and techniques of efficient information retrieval by providing information services and research support to the academic community to meet their needs and fulfil the mission and vision of the University. The key areas of responsibility are Advanced research support; Client relations management and liaison; Information resources & systems management; Teaching and learning; Marketing, outreach, communication, and professional development; and Project management, policies, and activities in the library working groups.

Minimum requirements:

- A four (4)-year relevant professional qualification in librarianship.
- Five (5) years relevant experience.
- Basic understanding of research methodology.
- Experience using the Dewey Decimal Classification system and Library of Congress Subject Headings in an electronic environment.
- Experience in structured information retrieval work using information resources in a variety of formats.
- Knowledge of the design and implementation of formal user education programs.
- Knowledge of teaching library and information retrieval skills.
- Proficiency in MS Office or similar suite of programs.
- Active involvement in a national professional library & information organisation.

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

The closing date for receipt of applications is 26 May 2025.

Applicants should send their applications to Mrs Reena Govender, e-mail:
Govenderre@ukzn.ac.za

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