

**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**

**LIBRARY OFFICER  
(PEROMNES GRADE 11)  
RESEARCH DIVISION (LIBRARY SERVICES)  
(ONE YEAR FIXED-TERM CONTRACT)  
HOWARD COLLEGE LIBRARY**

The incumbent will be responsible for promoting the use of Library materials by providing Circulation services and assisting library users in finding information. The responsibilities include answering general queries about the Library's collections, circulation of library material using the Library's electronic circulation module, and general administration associated with the Issue Desk. The incumbent must be self-motivated, able to work under pressure without continuous supervision, and willing to learn.

**Minimum requirements:**

- One (1) year relevant qualification.
- Two (2) years relevant experience.
- Proficiency in MS Office programmes.
- Experience in working with an electronic library management system.

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

The closing date for receipt of applications is the **17<sup>th</sup> April 2026**.

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 [govenderre@ukzn.ac.za](mailto:govenderre@ukzn.ac.za)

LIBRARY OFFICER MUST BE CLEARLY STATED ON THE APPLICATION.

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