



The Graduate School of Business at UCT is seeking to appoint a candidate to the post of Librarian – Acquisitions, cataloguing and information services, as soon as possible. The successful application will be part of the GSB Library team that supports and serves the information needs of the GSB community.

Requirements:

- B.Bibl or Postgraduate Diploma in Library and Information Science or equivalent Library Qualification
- Four years or more of appropriate academic or research library experience
- A good working knowledge of library and information resources and systems
- Cataloguing and acquisitions experience
- Demonstrated presentation and training skills
- Sound interpersonal skills and client service orientation
- A high level of computer proficiency
- Research and analytical skills
- Planning and organising skills
- Ability to work both independently and as part of a team
- Good written and verbal communication skills
- Ability to work under pressure, show initiative and multi-task

Advantageous:

- Knowledge of ALMA
- Familiarity with reference/citation management software
- Degree in a business related field

Responsibilities:

- Contribute to the array of research support and reference services that cater for the entire GSB community (with differentiated services to academics, postgraduates, staff and other library users)
- Support the needs of GSB's research and teaching community by liaising and collaborating with academics in areas of subject responsibility
- Management and processing of GSB Library acquisitions
- Management, development and maintenance of bibliographic access to the GSB Library collection of books – both print and electronic
- Maintain a close working relationship with UCT Libraries with particular respect to the Alma Library platform functionality and data input
- Collection management, development and maintenance

Please note that this post involves some evening and weekend work.

The annual remuneration package for 2018, including benefits is between **R443 143 to R521 333**.

To apply, please visit <http://www.gsb.uct.ac.za/workforus>, select the job you wish to apply for, follow the brief registration process at the bottom of the advert and submit the following documents:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter motivating your application
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated on the application form. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

Website : www.gsb.uct.ac.za

Reference number : E18201

Closing date : 21May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black African South African Candidates.

UCT reserves the right not to appoint.