



UNIVERSITY OF THE WITWATERSRAND LIBRARY

LIBRARIAN: INFORMATION SERVICES (GRADE 09)

Purpose of the Position:

To provide comprehensive information search and retrieval services to Library clients in support of the University's academic and research programmes, ensuring access to relevant information resources and promoting information literacy among users. The successful candidate will provide information search and retrieval services in all formats to Library clients in support of the University's academic and research programmes.

Minimum Requirements

- B.Bibl or B.Inf degree **OR** a Bachelor's degree plus a Postgraduate Diploma in Library and Information Science, with at least three (3) years' relevant experience in an academic or research library

OR

- An Honours degree in Library and Information Science, with at least three (3) years' relevant experience in an academic or research library

Key Competencies and Skills

- Excellent communication and interpersonal skills
- Ability to work effectively in a team environment
- Literature searching and referencing skills
- Ability to prepare clear and concise statistical and narrative reports
- Ability to monitor and troubleshoot technical and operational issues
- Information management and organisational skills
- Critical thinking and problem-solving ability
- Conflict management skills
- Training and facilitation skills

Knowledge Requirements

- Information sources in various formats appropriate to academic user needs
- Information retrieval strategies and search methodologies (including Boolean operators and search fields)

- Reference techniques and reference management processes
- Training and evaluation techniques
- Relevant information technology (software and hardware)
- Library systems and electronic tools
- Administrative systems, policies, procedures and processes
- Legal requirements relating to information distribution and media
- Marketing and user awareness approaches
- Core processes of an academic institution and the ability to relate them to library services and products

Registration with the professional body, the Library and Information Association of South Africa (LIASA), is recommended.

Key Responsibilities

- Provide information search services (information retrieval in all formats) to Library clients in support of the academic project
- Issue, return and renew information resources
- Identify opportunities to promote awareness of information resources
- Deliver basic search results to requestors, determine information needs and make referrals where appropriate
- Maintain library client records
- Educate clients on infrastructure and technology innovations and promote self-sufficiency in information access
- Provide access to information resources and assist with less complex queries
- Create and promote awareness of library resources and services
- Maintain relationships with clients engaging with the Library in person, telephonically or via electronic platforms (e-mail, social media, Ask-A-Librarian, LibAnswers, chatbot)
- Process monthly claims for student assistants
- Perform any other functions within the scope of the position as requested by the Library Management Team

The incumbent will report to the Manager: Faculty Library.

Closing date: 08 May 2026

Detailed Description and application procedures are available at: www.wits.ac.za/vacancies

The University is committed to employment equity. Preference may be given to appointable applicants from the designated groups in terms of the University's Employment Equity Plan. The University reserves the right not to make an appointment. Only short-listed candidates will be contacted.