

Library and Information Service
Manager: Learning and Training (Post Level 8)
(Stellenbosch Campus)
Ref. BIB/128/0526

This position is specifically suited to a dynamic person with experience in presenting successful contact and online training sessions and proven ability to manage outstanding learning and training services and facilities in an academic or research library environment.

Biblioteek- en Inligtingsdiens
Bestuurder: Leer en Opleiding (Posvlak 8)
(Stellenbosch-kampus)
Verw. BIB/128/0526

Hierdie pos is geskik vir 'n dinamiese persoon met ervaring in die suksesvolle aanbieding van kontak- en aanlynopleidingsessies en bewese ervaring in die bestuur van uitstaande leer- en opleidingsdienste en -fasiliteite in 'n akademiese of navorsingsbiblioteekomgewing.

Duties/Pligte:

- Responsible for managing the Learning and Training services of the Library and Information Service.
- Developing digital, information, artificial intelligence, data and media literacy skills by coordinating and organising the training of Stellenbosch University (SU) students and staff.
- Coordinating and organising the training and development programmes for library staff.
- Responsible for managing the Learning Commons.
- Human resources management.
- Developing the Learning Commons as a stimulating learning environment that supports the University's commitment to a transformative student experience.
- Liaising, building relationships and communicating with relevant internal and external role players.
- Marketing training programmes and the services of the Learning Commons.

- Verantwoordelik vir die bestuur van die Leer- en Opleidingsdienste van die Biblioteek- en Inligtingsdiens.
- Ontwikkeling van digitale-, inligtings-, kunsmatige intelligensie-, data- en mediageletterdheidsvaardighede deur die opleiding van die Universiteit Stellenbosch (US) se studente en personeel te koördineer en te organiseer.
- Koördinerings- en organisering van opleidings- en ontwikkelingsprogramme vir biblioteekpersoneel.
- Verantwoordelik vir die bestuur van die Leersentrum.

- Menslike hulpbronbestuur.
- Ontwikkeling van die Leersentrum as 'n stimulerende leeromgewing wat die Universiteit se verbintenis tot 'n transformerende studentervaring ondersteun.
- Bou verhoudinge, skakel en kommunikeer met interne en eksterne rolspelers.
- Bemaking van opleidingsprogramme en die dienste van die Leersentrum.

Requirements/Vereistes:

- Bachelor's degree in Library and Information Science, **or** a Bachelor's degree **plus** a postgraduate diploma in library and information science.
 - Five years' experience in an information service environment in an academic library.
 - At least two years' experience as the second-in-charge of a similar environment, or of an information service environment or proven ability and skills to perform successfully in a middle management position.
 - Experience of digital, information, artificial intelligence, data and media literacy skills development via contact and/or online sessions and/or e-learning programmes.
 - Excellent teaching, presenting and facilitating skills.
 - A high level of computer proficiency, including advanced experience in the use of software such as MS Word, Excel, PowerPoint, Adobe Captivate, etc.
 - Excellent interpersonal, liaising and marketing skills.
 - Excellent communication skills.
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- B-graad in Biblioteek- en Inligtingkunde, **of** 'n B-graad **plus** 'n Nagraadse Diploma in biblioteek- en inligtingkunde.
 - Vyf jaar se ervaring in 'n inligtingsomgewing in 'n akademiese biblioteek.
 - Minstens twee jaar se ervaring as tweede in beheer van 'n soortgelyke omgewing of van 'n inligtingsdiensomgewing of bewese vermoë en vaardighede om suksesvol in 'n middelbestuursposisie te presteer.
 - Ervaring van digitale, inligtings-, data-, kunsmatige intelligensie- en mediageletterdheidsontwikkeling deur middel van kontak- en/of aanlyn sessies en/of e-leer programme.
 - Uitnemende onderrig-, aanbiedings- en fasiliteringsvaardighede.
 - 'n Hoë vlak van rekenaarvaardigheid, insluitend gevorderde ervaring van die gebruik van sagteware soos MS Word, Excel, PowerPoint, Adobe Captivate, ens.
 - Uitnemende interpersoonlike, skakelings- en bemakingsvaardighede.
 - Uitnemende kommunikasievaardighede.

Recommendations/Aanbevelings:

- A B.Ed or equivalent accredited teaching and learning qualification.
 - Knowledge of the needs of the academic community with regard to digital, information, data, AI en media literacy skills training.
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- 'n BEd of gelykwaardige geakkrediteerde onderrig- en leerkwalifikasie.
 - Kennis van die opleidingsbehoefte van die akademiese gemeenskap ten opsigte van digitale, inligtings-, data-, KI- en mediageletterdheidsvaardighede.

Commencement of duties/Diensaanvaarding:

01 September 2026

Closing date/Sluitingsdatum:

12 June 2026

12 Junie 2026

Enquiries about this post: Ms Hendra Pretorius on 021 808 4382, or at hfp@sun.ac.za

Enquiries about remuneration/benefits, as well as technical assistance with the electronic application process: Human Resources Client Services Centre on 021 808 2753 (Stellenbosch) / 021 938 9636 (Tygerberg), or at sun-e-hr@sun.ac.za

Navrae oor hierdie posinhoud: Me. Hendra Pretorius by 021 808 4382, of by hfp@sun.ac.za

Navrae oor vergoeding/voordele asook tegniese ondersteuning met die elektroniese aansoekproses: Menslike Hulpbronne Kliëntedienssentrum by 021 808 2753 (Stellenbosch) / 021 938 9636 (Tygerberg), of by sun-e-hr@sun.ac.za

The University is committed to employment equity (EE), and appointments will be made in line with the institutional EE Plan.

Stellenbosch University reserves the right not to make an appointment.

Your application, comprising a **comprehensive curriculum vitae (including the names and email addresses of at least three references)**, must reach the University before or on the closing date in the advertisement.

Apply online at <https://www.su.ac.za/en/careers-su> by clicking “Apply now” at the top to the right of the page for the specific vacancy.

The University reserves the right to investigate qualifications and conduct background checks on all candidates.

If you have received no feedback from the University after four to six weeks of the closing date, kindly accept that your application was unsuccessful.

Die Universiteit Stellenbosch is tot gelyke indiensneming (GI) verbind, en aanstellings word ooreenkomstig die institusionele GI-plan gemaak.

Die Universiteit Stellenbosch behou die reg voor om nie ’n aanstelling te maak nie.

U aansoek moet vergesel wees van ’n **volledige curriculum vitae (met die name en e-posadresse van minstens drie referente)** en moet die Universiteit voor of op die sluitingsdatum in die advertensie bereik.

Doen aanlyn by <https://www.su.ac.za/af/loopbane-us> aansoek deur op “Apply now” regs boaan die bladsy vir die spesifieke vakature te klik.

Die Universiteit behou die reg voor om kwalifikasies na te gaan en agtergrondinligting oor alle kandidate in te win.

Indien u nie binne vier tot ses weke na die sluitingsdatum van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.
