

Library and Information Service

Junior Librarian: Acquisitions (Post Level 10.1)
(Stellenbosch Campus)
Ref. BIB/131/0526

The incumbent is responsible for various tasks related to the administration of databases, journal packages, e-journals, e-books, and open resources within the Acquisitions Division. The incumbent is also responsible for assisting with the processing of invoices, binding of journals and newspapers, and assisting as a backup for standing orders and operations in compact storage.

Biblioteek- en Inligtingsdiens

Junior Bibliotekaris: Bestelafdeling (Posvlak 10.1)
(Stellenbosch-kampus)
Verw. BIB/131/0526

Die posbeker is verantwoordelik vir verskeie take wat verband hou met die administrasie van databasisse, joernaalpakette, e-joernale, e-boeke en oop hulpbronne binne die Bestelafdeling. Die posbeker is ook verantwoordelik vir hulpverlening met die verwerking van fakture, die bind van joernale en koerante, en om as rugsteun te dien vir staandebestellings en bedrywighede in kompaktestoor.

Duties/Pligte:

- Facilitating access to databases, journal packages, e-journals and e-books.
 - Assisting with a variety of tasks related to making e-books accessible.
 - Ensuring effective administration and oversight of open resources.
 - Providing backup support for the processing of standing orders and assuming responsibility for all related processes related within the function.
 - Administering and maintaining serials records to ensure accuracy and compliance.
 - Managing journal relocation and withdrawal processes.
 - Assisting with the management of activities related to the binding of journals and newspapers.
 - Overseeing the financial administration of invoices.
 - Assisting with tasks related to compact storage.
 - Cataloguing and classification of printed and electronic serials.
 - Assisting with managing statistics for printed and e-journals and e-books.
 - Providing client service.
-
- Vergemaklik toegang tot databasisse, joernaalpakette, e-joernale en e-boeke.
 - Hulpverlening met 'n verskeidenheid van take wat verband hou met die toeganklikmaking van e-boeke.
 - Verantwoordelik vir die administrasie van ooptoegang bronne.
 - Ondersteuning van prosesse wat verband hou met staandebestellings.
 - Administrasie van reeksrekords om akkuraatheid en nakoming te verseker.
 - Bestuur die verskuiwing van joernale en onttrekkingsprosesse.
 - Hulpverlening met take wat verband hou met die bind van joernale en koerante.
 - Finansiële administrasie van fakture.
 - Hulpverlening met take wat verband hou met kompakte berging.
 - Katalogisering en klassifikasie van gedrukte en elektroniese reekse.
 - Hulpverlening met die bestuur van statistieke vir gedrukte- en e-joernale, asook e-boeke.

- Verskaf kliëntediens.

Requirements/Vereistes:

- Bachelor's degree in library and information Science (LIS), or a B-degree plus postgraduate diploma in LIS, or a BTech.
 - At least three years' relevant experience working with acquisitions processes in an academic or research library.
 - Experience in facilitating access to electronic resources.
 - Excellent computer skills, especially in MS Excel.
 - In-depth knowledge of working on an integrated library management system, e.g. Alma.
 - Knowledge of financial practices, transactions, and documents.
 - Experience in the use of the tools to make e-resources accessible, e.g. EBSCO's Full-Text Finder and Central Knowledge Base (CKB/CZ).
 - Experience in the use of various library standards (e.g. RDA, MARC21, LC Subject Headings and Name Authorities, and DDC).
 - Knowledge of binding services, procedures, and practices.
 - Excellent interpersonal and teamwork skills.
 - Accuracy and attention to detail.
-
- B-graad in biblioteek- en inligtingkunde, of 'n B-graad plus nagraadse diploma in LIS, of 'n Btech.
 - Minstens drie jaar se toepaslike ervaring in die bestelafdeling van 'n akademiese of navorsingsbiblioteek.
 - Ervaring in die fasilitering van toegang tot elektroniese hulpbronne.
 - Uitstekende rekenaarvaardighede, veral in MS Excel.
 - Diepgaande kennis van 'n geïntegreerde biblioteekstelsel, bv. Alma.
 - Kennis van finansiële praktyke, transaksies, en dokumente.
 - Ervaring in die gebruik van programme om e-bronne toeganklik te maak, bv. *EBSCO* se *Full-Text Finder* en *Central Knowledge Base (CKB/CZ)*.
 - Werkservaring in die gebruik van biblioteekstandaarde (bv. RDA, MARC 21, LC Saakhoofde en Naamgesagsvorme, en DDC).
 - Kennis van binddienste, -prosedures, en -praktyke.
 - Uitstekende interpersoonlike- en spanwerkvaardighede.
 - Noukeurigheid en aandag aan detail.

Recommendations/Aanbevelings:

- High level of technical knowledge and proficiency in the software and tools used to facilitate access to electronic resources.
- Hoë vlak van tegniese kennis en vaardigheid in sagteware en programme wat gebruik word om toegang tot elektroniese hulpbronne te vergemaklik.

Commencement of duties/Diensaanvaarding:

01 September 2026

Closing date/Sluitingsdatum:

12 June 2026

12 Junie 2026

Enquiries about this post: Ms Nthabiseng Matlawe on 021 808 4873, or at nmatlawe@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. Nthabiseng Matlawe by 021 808 4873, of by nmatlawe@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-posadres 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.
