

Library and Information Service

Senior Faculty Librarian: Arts and Social Sciences (Post Level 8)
(Stellenbosch Campus)
Ref. BIB/359/0926

The incumbent is responsible for delivering personal and virtual specialised information services, research support and digital and information literacy skills training. This involves understanding and managing the diverse information and support needs of students, academic staff and other clients innovatively and pro-actively. The incumbent is also responsible for collection development which involves selecting the best available resources with the budget that was allocated. The incumbent is also responsible for liaising, collaborating and relationship building with faculty and role players in the library, on the campus of Stellenbosch University (SU) and with colleagues at other academic institutions. The incumbent specialises in Arts and Social Sciences.

Biblioteek- en Inligtingsdiens

Senior Fakulteitsbibliotekaris: Lettere en Sosiale Wetenskappe
(Post Level 8)
(Stellenbosch Campus)
Ref. BIB/359/0926

Die posbeker is verantwoordelik vir die lewering van gespesialiseerde persoonlike en virtuele inligtingsdienste, navorsingsondersteuning, asook opleiding in digitale en inligtingsgeletterdheidsvaardighede. Dit behels die begrip en bestuur van die uiteenlopende inligtings- en ondersteuningsbehoefte van studente, akademiese personeel en ander kliënte op 'n innoverende en proaktiewe wyse. Die posbeker is ook verantwoordelik vir voorraadontwikkeling, deur die beste beskikbare hulpbronne binne die toegekende begroting te kies. Verder is die posbeker verantwoordelik vir skakeling, samewerking en die bou van verhoudings met fakulteite en ander belanghebbendes in die biblioteek, op die Universiteit Stellenbosch (US) se kampus en met kollegas by ander akademiese instellings. Die posbeker spesialiseer in Lettere en Sosiale Wetenskappe.

Duties/Pligte:

- Strategic planning and management, and implementing strategic goals for the provision of information services and research support.
 - Providing subject specific information services, research support and digital and information literacy skills training.
 - Developing and maintaining a collection of information resources that will meet the needs of the clients of the Faculty of Arts and Social Sciences.
 - Liaising, building relationships, communicating, and marketing training programmes and services.
 - Involved in and participation in projects.
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- Strategiese beplanning en bestuur, en die implementering van strategiese doelwitte vir die verskaffing van inligtingsdienste en navorsingsondersteuning.
 - Voorsiening van vakgerigte inligtingsdienste, navorsingsondersteuning en opleiding in digitale en inligtingsgeletterdheidsvaardighede.
 - Ontwikkeling en instandhouding van 'n versameling inligtingsbronne wat aan die behoeftes van die kliënte van die Fakulteit Lettere en Sosiale Wetenskappe voldoen.

- Skakeling, opbou van verhoudinge en kommunikasie binne die Fakulteit, en bemerking van opleidingsprogramme en dienste.
- Betrokkenheid by en deelname aan projekte.

Requirements/Vereistes:

- Bachelor's degree in Library and Information Science (LIS), **OR** a bachelor's degree with a postgraduate diploma in Library and Information Science, **OR** an equivalent qualification.
 - At least five years' experience in providing information services and research support in an academic library environment.
 - At least two years' experience in information retrieval, database searching, research evaluation and scholarly support.
 - Knowledge of digital and information literacy development, training and blended learning in the academic environment
 - Good teaching, presenting and facilitating skills.
 - Knowledge of the research process, the research lifecycle, bibliometrics and altmetrics.
 - Knowledge of collection development.
 - Strong computer proficiency, including sound knowledge of the Windows environment.
 - Excellent interpersonal, liaising and marketing skills.
 - Excellent written and verbal communication skills.
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- Baccalaureusgraad in Biblioteek- en Inligtingkunde, **OF** 'n baccalaureusgraad met 'n nagraadse diploma in Biblioteek- en Inligtingkunde, **OF** 'n gelykwaardige kwalifikasie.
 - Minstens vyf jaar se ervaring in die lewering van inligtingsdienste en navorsingsondersteuning binne 'n akademiese omgewing.
 - Minstens twee jaar se ervaring in inligtingsverskaffing, databasissoektogte en navorsingsondersteuning.
 - Goeie kennis van digitale en inligtingsgeletterdheidsontwikkeling, -opleiding en e-leer in 'n akademiese omgewing.
 - Goeie opleidings-, aanbiedings- en fasiliteringsvaardighede.
 - Kennis van die navorsingsproses, die navorsingslewensiklus, bibliometrie en altmetrie.
 - Kennis van voorraadontwikkeling.
 - Sterk rekenaarvaardighede, insluitend goeie kennis van die Windows-omgewing.
 - Uitnemende interpersoonlike-, skakelings- en bemerkingsvaardighede.
 - Uitnemende skriftelike en mondelinge kommunikasievaardighede.

Recommendations/Aanbevelings:

- A postgraduate qualification is strongly recommended.
- Exposure to and knowledge of changing trends and benchmarks in subject specific research support and academic libraries.
- Nagraadse kwalifikasie word ten sterkste aanbeveel.
- Blootstelling aan en kennis van nuwe tendense en beste praktyke ten opsigte van vakspesifieke navorsingsondersteuning en akademiese biblioteke in die algemeen.

Commencement of duties/Diensaanvaarding:

01 January 2027

01 Januarie 2027

Closing date/Sluitingsdatum:

02 October 2026

02 Oktober 2026

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

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

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

Navrae oor vergoeding/voordele en tegniese ondersteuning met die elektroniese aansoekproses: Menslike Hulpbronne Kliëntedienssentrum, by 021 808 2753 (Stellenbosch), of 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 vergeselsaam 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.
