SENIOR LIBRARIAN: SPECIAL COLLECTIONS: PUBLISHED COLLECTIONS

(Payclass 10; Permanent)

INFORMATION SYSTEMS AND RESOURCES

UCT LIBRARIES

The Libraries seek to appoint a Senior Librarian at PC 10, as part of the Published Collections unit within Special Collections. The main purpose of this position is to provide innovative, dynamic and collaborative library and information services to the academic enterprise. This position focuses on the development and preservation of Special Collections, with particular emphasis on Published Collections. The key focus areas are collection development and user services. In addition, this post is responsible for the cataloguing of Published Collections material. Applicants with strong analytical and research driven skills and who meet the requirements are encouraged to apply.

Requirements:

- Appropriate University-based library qualification at NQF Level 8 (PG Diploma or Honours degree or 4 Year Bachelor's degree at NQF 8) and,
- 2 years' relevant experience in an academic or research related environment. Relevant professional experience for this role includes experience in collection development, original cataloguing, and research support services.

Advantageous:

- Sound knowledge and experience in dealing with African Studies.

Responsibilities include:

- Providing an array of Reference and Research Services including general and subject specific services relevant to Special Collections.
- Serve as the liaison and communication conduit between the Faculties and the Libraries including providing instruction for groups.
- Monitor and propose innovative services within Published Collections, with particular emphasis on African studies both in print and audio-visual formats.
- Collections Development and maintenance, including selecting relevant material for purchase in line with collection development guidelines.
- Cataloguing and subject analysis of print, audio visual and electronic collections.
- Creating metadata for digital preservation of African Studies collections.
- Preservation and conservation of historical collections.

Please note that this post involves some after hours and weekend work.

The 2026 annual cost of employment, including benefits, for a payclass 10 is between **R661 967** and **R778 783.**

For detailed information on this post, please view the job description on the following link: (view)

To apply, please visit the UCT Jobs Site (www.jobs.uct.ac.za). View (For Internal Applicants) and View (For external applicants) to create a candidate profile and to submit your application. Please complete/attach the following to your profile before submitting your application:

- A motivational letter that addresses the requirements of the position;
- A detailed Curriculum Vitae (CV);
- Three referee names, which must include their title and name, position details, relationship to you, their e-mail address, and telephone number;
- Highest qualification; and
- Copy of ID/Passport.

An application which does not comply with the above requirements will be regarded as incomplete and might not be considered.

Shortlisted candidates will be required to do a presentation NOT longer than 15 minutes

References may be requested by UCT at any stage of the selection process.

Any enquiries for the position to be addressed to Ms Hlubi Ntsizi at hlubintsizi@uct.ac.za or 021 650 2163.

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Closing date: 3 November 2026

Website: www.uct.ac.za

Reference number: ID 1516

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at https://uct.ac.za/oic/employment-equity

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.
The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.