Library and Information Service

Faculty Librarian: Economic and Management Sciences (Post Level 9) (Stellenbosch Campus)

Ref. BIB/348/1126

This position is specifically suited to a dynamic person with proven experience in providing a specialised library and information service. The incumbent is responsible for delivering personal and virtual specialised information services, research support and information literacy skills. This involves innovatively and proactively understanding and managing the diverse information and support needs of students, academic staff and other clients.

The incumbent is also responsible for collection development which involves selecting the best available resources with the budget that was allocated. Furthermore, the incumbent is responsible for liaising, collaborating and relationship building with faculty and role players in the Library, on campus and with colleagues at other academic institutions. The incumbent specialises in Economic and Management Sciences.

Biblioteek en Inligtingdiens

Fakulteitsbibliotekaris: Ekonomiese en Bestuurswetenskappe (Posvlak 9) (Stellenbosch-kampus)

Verw. BIB/348/1126

Hierdie pos is by uitstek geskik vir ’n dinamiese persoon met bewese ervaring in die lewering van ’n gespesialiseerde biblioteek- en inligtingsdiens. Die posbekleër is verantwoordelik vir die lewering van persoonlike en virtuele gespesialiseerde inligtingsdienste, navorsingsondersteuning en inligtingsgeletterdheidsvaardighede. Dit behels die begrip en bestuur van die diverse inligtings- en ondersteuningsbehoeftes van studente, akademiese personeel en ander kliënte op ’n innoverende en proaktiewe wyse.

Die posbekleër is ook verantwoordelik vir versamelingsontwikkeling, wat behels dat die beste beskikbare hulpbronne gekies word binne die begroting wat toegeken is.
Verder is die posbekleër verantwoordelik vir skakeling, samewerking en verhoudingsbou met fakulteitspersoneel en ander rolspelers binne die Biblioteek, op kampus en met kollegas by ander akademiese instellings. Die posbekleër spesialiseer in Ekonomiese en Bestuurswetenskappe.

Duties/Pligte:

- Providing specialised information services and research support to clients of the Faculty Economic and Management Sciences.
- Digital and information literacy skills training.

- Developing and creating e-learning programmes.
- Involved in collection development.
- Liaising, building relationships and communicating with the departments within the Faculty of Economic and Management Sciences and the relevant role players on campus.
- Marketing of library services and resources.

- Lewering van gespesialiseerde inligtingsdienste en navorsingsondersteuning aan kliënte van die Fakulteit Ekonomiese en Bestuurswetenskappe.
- Digitale en inligtingsgeletterdheidsopleiding.
- Skepping en ontwikkeling van e-leer programme.
- Voorraadbou ontwikkeling.
- Skakeling, die bou van verhoudings en kommunikasie met die departemente binne die Fakulteit Ekonomiese en Bestuurswetenskappe, asook met die betrokke rolspelers op kampus.
- Bemarking van biblioteekdienste en -bronne.

Requirements/Vereistes:

- Bachelor's degree in library and information science (LIS), or a bachelor's degree with a postgraduate diploma in LIS or equivalent qualification.
- At least two years' experience in providing client-, information services and research support in an academic library environment.
- Experience in information retrieval and database search strategy.
- Experience of information literacy development and e-learning in the academic sector.
- Good teaching and presenting skills.
- Knowledge of collection development.
- Strong computer proficiency, including sound knowledge of the Windows environment.
- Excellent interpersonal, liaison and marketing skills.
- Excellent written and verbal communication skills.

- 'n B-graad in biblioteek- en inligtingkunde, of 'n B-graad met 'n nagraadse diploma in biblioteek- en inligtingkunde of gelykwaardige kwalifikasie.
- Minstens twee jaar se ervaring in die lewering van inligtingsdienste en navorsingsondersteuning in 'n akademiese omgewing.
- Ervaring in inligtingherwinning en die ontwikkeling van soekstrategieë vir databasisse.
- Ervaring van inligtingsgeletterdheidsontwikkeling en e-leer in die akademiese omgewing.
- Goeie opleidings- en aanbiedingsvaardighede.
- Kennis van voorraadontwikkeling.
- Sterk rekenaarvaardighede, insluitend goeie kennis van die Windows-omgewing.
- Uitnemende interpersoonlike-, skakelings- en bemarkingsvaardighede.
- Uitnemende skriftelike en mondelinge kommunikasievaardighede.

Recommendations/Aanbevelings:

- A teaching or training qualification.
- Exposure to and knowledge of changing trends in research support and academic libraries.

- 'n Onderwys- of opleidingskwalifikasie.
- Blootstelling aan en kennis van nuwe tendense en beste praktyke ten opsigte van vakspesifieke navorsingsondersteuning.

Commencement of duties/Diensaanvaarding:

01 February 2027 or as soon as possible thereafter

01 Februarie 2027 of so gou doenlik daarna

Closing date/Sluitingsdatum:

20 November 2026

Enquiries about this post: Judy Williams on 021 808 9576, or at judw@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: Judy Williams by 021 808 9576, of by judyw@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 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.
