VISION

Shape and own the future

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

MISSION

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

LIBRARY SERVICES

ASSISTANT LIBRARIAN : INFORMATION TECHNOLOGY (P10) – Ref: AL07
ONE YEAR FIXED TERM CONTRACT

Key Performance Areas:

- General maintenance of the Symphony ILS and control and supervision of Internet Laboratories
- Monitor usage of accessed databases
- End-user and staff training
- Troubleshooting
- Liaison

Minimum Requirements:

- Matric
- Relevant National Diploma in IT at NQF level 6
- Two years' experience and knowledge of library technologies
- Two years' experience and knowledge in library information systems

Recommendations:

- BTech in IT or Bachelors' Degree in IT or Advanced Diploma in IT at NQF level 7
- Post-graduate diploma/degree in IT related field at NQF level 8
- 2 years' experience and knowledge in software development and programming
- 2 years' experience and knowledge of open-source software would be an added advantage

Competencies:

- Knowledge of implementing upgrades and configurations of the Symphony ILS
- Knowledge of digital institutional repositories
- Timeous response to IT related queries
- Log-in/Log-out processes are in place
- Ability to plan and schedule a regular maintenance program for all PC's and laptops in conjunction with the Librarians
- Knowledge of repair and maintenance of PC's
- Proven Troubleshooting skills on integrated library systems (ILS)
- Good interpersonal skills and should be a strong communicator
- Good analyzing, negotiating and researching ability
- Should be proficient in computers to compile and maintain relevant data

- Should be able to demonstrate exceptional time management and organization skills
- Report writing

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Salary Scale: R309 426.00 – R430 004.00 (P10) basic salary per annum.

Benefits: 13th cheque, housing subsidy, pension, group life, medical aid, and study grant.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees to: Department of Human Resources and Development, via email: hr@mut.ac.za.

Only e-mailed applications will be accepted. No walk-ins will be allowed.

Enquiries: Tel: (031) 907 7560 / 7565

Closing Date: 31 May 2024

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities. In accordance with the Departmental Employment Equity targets, first preference will be given to African Female.

The University reserves the right NOT to make an appointment.