



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
DEPARTMENT OF LIBRARY AND INFORMATION SERVICES

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the below position is currently available.

Librarian: Cataloguing (1 post)

Ref: 45/2023/JSM/P8

The University is looking for a vibrant individual who will be required to catalogue all Library information resources in the Department of Library and Information Services. The incumbent reports to the Senior Librarian: Technical Services and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

REQUIREMENTS

- A Degree in Library and Information Sciences
- An Honours Degree in Library Science is an added advantage
- At least five (5) years working experience as a Librarian in a Higher Education environment
- Demonstrable understanding of Cataloguing
- Computer literate (Ms Word, Excel, Power Point, Internet, Email)
- Experience in navigating online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams

COMPETENCIES

- Technical/professional and skill
- Quality commitment
- Good planning & organizing skills
- Good interpersonal and relationship building skills
- Good Communication skills (written and verbal)
- Adaptability
- Contributing to team success
- Client/student service oriented
- Continuous learning
- Safety awareness

- Ability to maintain strict confidentiality
- Problem solving skills
- Time management skills

KEY PERFORMANCE AREAS

- Original Cataloguing of resources on OCLC
- Copy cataloguing of records onto ALMA
- Adding of item records to Bibliographic records and verification of authority records
- Adding of holdings onto OCLC
- Assigning of subject headings using LCSH and MESH
- Classification using NLM and LCC
- Ensure data integrity
- Assist in coordinating the stock taking process
- Weed collection regularly to ensure relevance and up-datedness of collections
- Assist in overseeing and managing shelving and shelf- reading functions
- Participate in new policy development and the update of existing policies and procedures
- Keep abreast of latest developments in own discipline and needs of the institution
- Develop relevant reports as and when required
- Participate in the recruitment and selection of Student Assistants
- Take responsibility for Student Assistants induction in the section
- Contribute to quality assurance through attendance of appropriate committee meetings including capturing of minutes and writing reports pertaining to these meetings
- Actively improve institutional culture
- Contribute to the overall development of SMU and actively promote institutional culture
- Any other duties assigned by the Line Manager

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Closing date: 5 July 2023

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr. JS Mahlaola**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment3@smu.ac.za

Applications may also be posted OR hand delivered to (place in an application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3906.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and

Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make any appointment.

Final