



VACANCY NOTICE

Applications are invited from suitably qualified and experienced candidates for the following post:

UNIVERSITY LIBRARY Senior Library Assistant (1 Post)

Applicants must have a Diploma in Library and Information Science.

Description

To provide cataloguing standards and best practices in organising information, record structure and information searching and retrieval, i.e. cataloguing materials to make them easily retrievable for the users of the Library.

Duties and Responsibilities

- Cataloguing and classification of all Library material according to Anglo American Cataloguing Rules II (AACRII)/RDA, Library of Congress Classification Scheme and Library of Congress Subject Headings (LCSH).
- Maintain bibliographic records.
- Create and maintain authority file data (subject, genre and name headings) on the KOHA system.
- Print barcodes and spine labels to identify records on the shelf.
- Assist with policy formulation for cataloguing and classification.
- Manage and distribute Branch Libraries items.
- Assist the User Services department with the annual stocktaking.
- Carry out all reasonable assignments as requested by supervisors.

APPLICATIONS

Interested and qualified person should submit **six (6)** sets of applications each consisting of the application letter, **certified copies of certificates** (birth and academic certificates), and a **curriculum vitae** giving full personal particulars including full name, place and date of birth, experience, present salary, date of availability, contact details, names, e-mail addresses and telephone numbers of three contactable referees. Applications should be sent through post or hand delivered to any of the following address:

The Senior Assistant Registrar
Human Resources Section
Lupane State University
1st Floor Faculty of Agricultural Sciences Building
Lupane Main Campus
P O Box 170
Lupane

or The Senior Assistant Registrar
Human Resources Section
Lupane State University
2nd Floor CBZ Building
10th Avenue and Fife Street
P.O. Box AC 255
Ascot
Bulawayo

The closing date for the receipt of applications is Monday, 12 October 2020. **Only shortlisted candidates will be contacted.**