



UNIVERSITY OF
MPUMALANGA

Creating Opportunities

The **University of Mpumalanga (UMP)** is a comprehensive University established to provide a relevant, engaged and sustainable learning and teaching environment of outstanding academic excellence to match not only the skills and economic needs of the Province and its people, but of the Country as a whole. The **UMP** invites applications for the following position.

LIBRARY ASSISTANT: AFTER HOURS/WEEKEND P11 SIYABUSWA CAMPUS

The primary role of this position is to support the Director: LIS and the team in providing library services after hours and on weekends. The Library Assistant performs a variety of library administrative duties including performing circulation duties; Inter-library Loans; shelving library materials; and also provides basic information services to users. Library Assistant: After-Hours/Weekend performs library operations during term time from 12:00–20:00 during the week and 08:00–13:00 on Saturdays. This position requires the incumbent to work normal hours (07:30–16:00) during recess and 14:00–22:00 during exam period.

MINIMUM REQUIREMENTS:

- M+3 in Library and Information Services (LIS) or equivalent qualification within the discipline.
- A minimum of 3 years' experience working in an academic library.
- Experience in Higher Education would be an added advantage.

KEY PERFORMANCE AREAS:

- Policy Implementation.
- Operations Management after-hours/weekends.
- Customer Support.
- Team Support/ Management.
- Financial Management.
- User Education/Training.
- Perform any other duties as delegated by the line manager.

KEY COMPETENCIES:

KNOWLEDGE

- Ability to work independently after-hours and on weekends.
- Ability to establish and maintain effective, cooperative & courteous working relationships with the students, colleagues & general public.
- People management skills and conflict management.
- Adaptability.
- Excellent organisational skills combined with a strong customer focus
- Ability to work calmly, accurately and systematically in a busy service environment.

SKILLS

- Good written and verbal communication skills.
- Good problem solving skills.
- Good interpersonal skills.

PERSONAL ATTRIBUTES:

- People orientated, hard worker, responsible, reliable, creative and innovative.
- Respectful, honest, punctual and understand protocol.
- Proven attributes of transparency, integrity and teamwork.

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of this position will be expected to perform.

It is compulsory that all applications have the following documents:

- UMP application form for employment (is accessible on www.ump.ac.za)
- Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
- A comprehensive CV
- Certified copies of relevant qualifications, ID and appropriate references.

Failure to comply with the requirements on your application will automatically disqualify your application.

All applications should be forwarded electronically to:

umprecruitment@ump.ac.za

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, **Ms Nomsa Mnisi** on **(013) 002 0056**.

Closing date is 09 June 2023.