

VACANCIES

LIBRARY

Contact: Ms. Nicky Fourie at tel: +264 61 207 2072 or e-mail: nfourie@polytechnic.edu.na

Subject Librarian (2 posts)

Requirements

A four-year Degree in Library and Information Science with at least four years post-graduate experience in an academic or research library. Good communication skills and computer proficiency. In-depth knowledge of print and online resources. Knowledge to create web-based tutorials and how to conduct research will be an advantage.

Job Description

The incumbent will be responsible to: liaise with faculty; investigate and analyse course offerings; keep abreast with developments and publications in assigned fields; prepare reports used by departments for reviews and accreditation, bibliographic guides and other publications in support of the Library's collection; assist students and faculty with access to subject specialised information for assignments and research; provide subject-oriented bibliographic instructions and general information literacy to classes or groups, as well as individual faculty members and students; develop collection and formulate policies; collect, organise and manage content of the Institutional Repository.

Only short-listed candidates will be contacted. No documents will be returned.

Closing date: 20 July 2010

Date of assumption of duties: As soon as possible

Fringe benefits: The Polytechnic offers competitive salaries and the following fringe benefits: *Pension Fund/Gratuity *Medical Aid Scheme *Annual Bonus *Home-ownership Scheme/Rental Allowance *General Leave Privileges *Relocation Expenses.

Application procedure: Applications in writing, accompanied by a curriculum vitae, giving full details of work experience and three referees, should be submitted to: The Manager: Human Resources, Polytechnic of Namibia, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA, fax +264 61 207 2444, or e-mail:hr@polytechnic.edu.na

