

POLYTECHNIC OF NAMIBIA

LEADERSHIP | TECHNOLOGY | ENTREPRENEURSHIP | INNOVATION

VACANCIES

OFFICE OF THE BURSAR

Contact: Ms. Doreen Menjengua at +264 61 207 2577 or e-mail: menjengua@polytechnic.edu.na

Purchasing Officer

Requirements

A Diploma or Certificate in Purchasing or related field with three years experience in a Procurement Section of a medium size company. Computer literacy, good time management and interpersonal skills, and the ability to work independently.

Job Description

The incumbent will: liaise with suppliers and internal staff to obtain the required quotations for goods and services; process purchase orders in accordance with the policies and procedures of the institution; attend to creditors' queries when needed; and any reasonable instruction as requested by superiors.

Assets Controller

Requirements

A Degree in Accounting with three years experience in asset management of a medium size company. Computer literacy, good time management and interpersonal skills, and the ability to work independently.

Job Description

The incumbent will: liaise with suppliers and internal staff regarding handling/delivery of acquired assets; maintain the assets register; plan and supervise periodic asset verification; implement procedures to continuously improve the section; liaise with departments regarding the movement of assets; perform monthly reconciliations of the assets register; and any reasonable instruction requested by superiors.

LIBRARY

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

Cataloguer

Requirements

A four-year Degree in Library and Information Science or an equivalent qualification with at least two years experience in cataloguing, preferably in an academic or research library. Knowledge of Z39.50 will be a strong recommendation.

Job Description

The incumbent will be responsible for cataloguing and classification of all library materials according to MARC21 and the latest editions of DDC, LCSH and AACR. S/he will: create and maintain authority file data on the ITS system; create item records to enable asset identification; print barcodes and spine labels to identify records on the shelf; co-ordinate and supervise back-ups of all multi-media items; assist with policy formulation for cataloguing and classification; and assist the User Services Department with stocktaking.

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

Closing date: 18 June 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 2577 or e-mail: hr@polytechnic.edu.na



Polytechnic of Namibia

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