



Welwitchia University is inviting applications for internal vacancy in the below-mentioned position

EXTERNAL VACANCIES

Position: Library Assistant

Duty Station: Mururani Campus

PRIMARY PURPOSE OF THE POSITION

- The library assistant is responsible for maintaining all library resources to maximise efficient and effective administration.
- The position is also responsible for ordering, cataloging, classifying, and recording all received books and other information resources within the library.
- The library assistant organises patron orientation programs for effective use of the resource center.
- The library assistant is responsible for ensuring that materials are current and easily accessible.

REQUIREMENTS

- A diploma in Library and Information Management (NQF L6) or an appropriate, relevant qualification is required.
- At least one (1) year of working experience
- Possess an analytical, systematic, and organized approach to working with exceptional attention to detail.
- Knowledge in usage and maintenance of electronic information sources
- Knowledge in cataloguing and classification systems
- Candidate should have a working knowledge of curricula to facilitate the identification of relevant resources.
- Effective oral and written communication skills
- Interpersonal skills facilitate the ability to work with a diverse clientele.

Persons from the designated groups in terms of the Affirmative Action Act, Act 29 of 1998 are encouraged to apply. All foreign qualifications must be evaluated by the NQA. View the full detailed vacancies advertisement on our website: www.welwitchia.com.na and on NIEIS:

<https://nieis.namibiaatwork.gov.na/my-listings/Job/>

Only shortlisted candidates will be contacted. Applications must be submitted in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications and sent to: hr@welwitchia.com.na.

No late applications will be accepted.
Closing date for applications: 26 November 2024