

## Library and Information Services

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### Faculty Librarian

#### Requirements

A Bachelor's degree in Library and Information Science (NQF Level 8) with at least four years of post-qualification experience in an academic or research library. Excellent communication skills (both oral and written), computer proficiency, in-depth knowledge of print and online resources and the ability to create web-based tutorials and to conduct research. Experience in giving classroom instruction will be an advantage. Willingness to work in the evenings or on weekends, when required.

#### Job Description

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 specialised subject 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 the content of the Institutional Repository.

#### BENEFITS

NUST offers a competitive salary and the following fringe benefits:

- \* Annual Bonus
- \* Generous Leave Privileges
- \* Housing Allowance
- \* Medical Aid Scheme
- \* Pension Fund
- \* Relocation Expenses

#### APPLICATION PROCEDURE

Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to: The Director: Human Resources, Namibia University of Science and Technology, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA. Applications may be emailed to [recruitment@nust.na](mailto:recruitment@nust.na) On e-mail applications, please enter the title of the position in the subject line. All foreign qualifications will be validated by the NQA.

**CLOSING DATE: 29 JUNE 2018**

**ASSUMPTION OF DUTIES: ASAP**

Only shortlisted candidates will be contacted. No documents will be returned.