

Library and Information Services

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Senior Library Assistant: Digital Collections

Requirements

A Diploma in Archival or Library Science with at least three years of experience in an archival environment or a research library. Computer proficiency in digital formats for archiving, experience in Linux operating systems will be an advantage. Excellent communication (both oral and written), administrative and organisational skills. The ability to work independently.

Job Description

Assist with the development, management and maintenance of the NUST digital collections and Digital Namibian Archives (DNA); assist in the selection of records that document the NUST's history and development for posterity; visit various departments on a regular basis to collect relevant material; arrange and describe archival materials on the database, using internationally accepted standards; scan documents or images according to archival procedures and standards; assist users with search and retrieval of archival records; assist the Librarian to prepare records for archival research; maintain servers (e.g. Linux) on which the archival software applications run; and assist in promoting the NUST digital collections, offering orientation programmes and tours.

BENEFITS

NUST offers a competitive salary and the following fringe benefits:

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

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: 31 MAY 2017
ASSUMPTION OF DUTIES: ASAP

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