

## Library and Information Services

Contact: Ms Maggie Nghiki  
T: +264 61 207 2917  
E: [mngihiiki@nust.na](mailto:mngihiiki@nust.na)

### Library Assistant: Circulation

#### Requirements

Diploma (NQF Level 6) in Library Science with at least one year's relevant experience in a library, computer literacy, superior work ethic and work dedication are essential. Fluency in English, good interpersonal and organising skills are required. Must be a good team player and be prepared to work evening shifts and weekends.

#### Job Description

Assist with duties in the Client Services Section; circulate library materials; assist users to locate and retrieve material on the shelves and online; collect and shelf books and periodicals at least twice a day; conduct library tours and floor duties; prepare and mount monthly displays; follow-up on overdue notices when necessary; issue keys to students for study carrels and group study areas; enforce library rules; keep the library neat and tidy; assist with weeding and stocktaking; and any other duty assigned by supervisors.

#### BENEFITS

NUST offers a competitive salary and the following fringe benefits:

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

**CLOSING DATE: 16 FEBRUARY 2018**  
**ASSUMPTION OF DUTIES: ASAP**

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

#### 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.