



**Tshwane University  
of Technology**

*We empower people*

# VACANCY BULLETIN

**LIBRARY ASSISTANT  
CIRCULATION CONTINUING RESOURCES ADMINISTRATION  
LIBRARY AND INFORMATION SERVICES  
MBOMBELA CAMPUS  
Ref: 26/D8**

The Department of Library and Information Services has a Permanent position for a Library Assistant: Circulation/ Continuing Resources Administration at Mbombela Campus.

**INSTRUCTIONS:** Applicants are required to submit, together with the CVs, a fully completed standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Candidates may be subjected to appropriate psychometric testing and other selection instruments.

## **Critical Performance Areas**

### **1. KEY COMPETENCIES**

#### **1.1 Knowledge**

Circulation/Loan of Information Services

- Check out information resources.
- Check in information resources.
- Renewal of loan of information resources
- Payment of fines
- Hold check-out information resources.

Information Services

- Answer basic information queries of library clients.
- Reroute advance information queries of library.

Subsidiary responsibilities

- Routing of damaged information resources.
- Shelving and shelf - reading
- Report to supervisor on all activities

#### **1.2 Skills**

People with disabilities are encouraged to apply.





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- Good Communication and interpersonal skills
- Must be computer literate.
- Must be prepared to work for at least 6 hours per night/day on rotation shift basis; Monday – Thursday (08h00 – 22h00) and Saturdays (09h00- 17h00).

## 2. Minimum Requirements

### 2.1 Qualification (minimum)

- A National Senior Certificate or Equivalent (NQF Level 4)
- Diploma or Degree in Library Sciences will be an advantage.

### 2.2 Experience (minimum)

- 2 years relevant experience in the Library environment

Send your CV to: [Recruitment9@tut.ac.za](mailto:Recruitment9@tut.ac.za).

Closing Date: 29 May 2026

Enquiries: Ms T Moripa Tel: 012 382-3763.

**NB.: Please note that** If we have not responded within a month from the closing date, you should regard your application as being unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to make an appointment.** It is the intention of the University to promote representativity in respect of race, gender and disability through the filling of these posts.

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