



The National Library of South Africa wishes to make the following appointment at its Cape Town Campus:

Librarian Cataloguing
(Twelve Month Contract)

Salary scale: R453 194 to R 526 993 Total Cost to Company

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific and innovative development by collecting, recording, preserving and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources.

The NLSA invites applications from suitably qualified persons for appointment on a twelve-month contract. The successful candidate will be based at the NLSA's Cape Town Campus and will report to the Director: Business Development.

MINIMUM REQUIREMENTS

- A degree in Library and Information Science (B. Bibl / B.LIS) or equivalent.
- At least three years of cataloguing experience.
- Excellent computer proficiency in a Windows environment and Office applications.
- Knowledge and effective implementation of standard tools for creating catalogue records.
- In-depth knowledge of the following cataloguing standards and tools: - Dewey Decimal Classification - MARC21, RDA - LC Subject Headings and Name Authorities.
- In-depth knowledge of OCLC's WMS (Integrated Library Management System).

KEY RESPONSIBILITIES

- Responsible for cataloguing SANB material on OCLC's WorldShare, thereby creating a record of the publishing output of the country and making records available for copy cataloguing purposes nationally and internationally.

- Responsible for the creation of accurate bibliographic and item records for monographs, maps, integrating resources, continuing resources, government publications, standards, CDs, DVDs, kits and electronic publications.
- Utilizing the SANB cataloguing manual (Catman), Resource Description and Access (RDA), Library of Congress Subject Headings (LCSH), Dewey Decimal Classification (DDC 23), MARC 21 bibliographic format and Library of Congress Programme for Cooperative Cataloguing Policy Statements (LC-PCC-PS).
- Familiarity with the software applications Cataloguers Desktop (Web Dewey, Class web and the RDA Toolkit).
- Participate in quality control of SANB records and maintenance on OCLC WorldShare.
- Provide inputs regarding cataloguing policy within the SANB.
- Keep abreast of international cataloguing trends and practices via research and continuing professional development, including self-study and attendance of relevant workshops, seminars, etc.
- Attend and participate in relevant organisational meetings.
- Maintain accurate monthly statistics of work done.
- Create lists on WorldShare.
- Ad-hoc projects as assigned by Senior Librarian.

REQUIRED EXPERIENCE AND SKILLS

- Ability to work well with others and communicate effectively with internal staff at all levels.
- Ability to work independently and deliver work within agreed timeframes.
- Effective problem-solving skills.
- Excellent computer proficiency in a Windows environment and other Office applications.
- Knowledge of an Integrated Library Management System.
- Sound judgement and the ability to solve problems.
- Accuracy and attention to detail.
- Ability and willingness to learn new skills.
- Ability to work successfully under sustained pressure and should be able to respond to challenges creatively and positively.

The NLSA is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from people living with disabilities.

NLSA reserves the right to not make an appointment.

Prospective candidates will be subjected to background verification, competency assessments and security clearances