



Tshwane University
of Technology

We empower people

VACANCY BULLETIN

Library Assistant: Circulation & Multimedia and Interlibrary Loans

External Position

Library and Information Services

Post level: 12

Ref:25/513b

The Department of Library and Information Services eMalahleni seeks to appoint a Library Assistant: Circulation & Multimedia and Interlibrary Loans. This is a permanent position based at the eMalahleni Campus.

Critical Performance Areas

- Circulation of library information resources
- Circulation/Loans Administration
- Financial administration with reference to Circulation
- Client Services
- Borrowing of requested information resources from Tshwane University libraries
- Supplying of requested information resources to Tshwane University libraries
- Administrative services

Minimum Requirements

1. Academic qualifications:

- National Senior Certificate or equivalent

2. Experience

- 2 years relevant experience

3. Knowledge

- Library computerized circulation systems in general
- Library and information processes
- LIS circulation policies and procedures
- Circulation of information resources
- Circulation Module of Siera/Innopac/Millennium Library System and OPAC in general
- Millennium serials module

4. Skills

- Good communication skills
- Good customer relations
- Computer Literacy
- Ability to maintain high levels of accuracy and work independently
- Ability to work under pressure
- Effectively communicate with library clients

People with disabilities are encouraged to apply.



- Prioritise, plan, and organise duties daily.
- Computer Literacy
- Administration skills

Send your CV to: RecruitmentCN@tut.ac.za

Enquiries: Ms JWC Cathro Tel 012 382 3116

Closing Date: 14 June 2026

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. Further note that candidates may be expected to make a presentation or undergo competency testing.

NB: If we have not responded within a month from the closing date, you should regard your application as 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 this post. Preference will be given to candidates from the designated groups.

People with disabilities are encouraged to apply.

