



Tshwane University
of Technology

We empower people

VACANCY BULLETIN

**LIBRARY
ADMINISTRATIVE STAFF (AFTER-HOURS)
Mbombela Campus
Ref: 26/D13**

The Department of Library and Information Services has a Part time position for Admin Assistant Circulation available at the Mbombela Campus. The appointment is for 08 months (01 April 2026-31 December 2026)

Critical Performance Areas

Circulation/Loan of Information Services

- Check out information resources.
- Check in of 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

Requirements

Academic Qualification

Requirements:

A National Senior Certificate or Equivalent (NQF Level 4)

A Diploma or a Degree in Library Sciences will be an advantage.

Experience:

2 years of relevant experience in the environment

Previous experience in the circulation of information resources will be an advantage.

Women and People with disabilities are encouraged to apply.





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Knowledge and Skills

Good Communication and interpersonal skills

Must be computer literate.

Must be prepared to work for at least 6 hours per night/day on a rotation shift basis;
Monday – Thursday (08:00 – 22:00) and Saturdays (09:00- 17:00).

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

Enquiries: Ms TD Moripa

Phone: 012 382-3763

Closing Date: 23 March 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.

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. Candidates must undergo psychometric testing and any other simulation intervention.

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