



**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

**PART-TIME ADMINSTRATIVE STAFF
LIBRARY AND INFORMATION SERVICES
(MARCH 2026 - DECEMBER 2026)
POLOKWANE CAMPUS
REF. 26/R03**

The Department of Library and Information Services has a part-time vacancy for a Library Administrative position at the Polokwane Campus.

INSTRUCTIONS: Applicants are required to submit, together with the CVs, a 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.

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

Minimum Requirements

- A National Senior Certificate or Equivalent (NQF Level 4)
- Previous experience in the circulation of information resources will be an advantage.

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 rotation shift basis; Monday – Thursday (08h00 – 22h00) and Saturdays (09h00-17h00)

Send your CV to: recruitment13@tut.ac.za

Enquiries: Ms. M C Molepo: 012 382 0983

Closing Date: 20 February 2026

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondences will be entered into only with short-listed candidates. The University reserves the right not to make an appointment. It is the intention of the university to promote representatively in respect of race, gender and disability through the filling of these posts. Preferences will be given to candidates from the designated groups.

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