 

**IT Technician: Digital Scholarship Services
UWC Library**

**Closing date:**

5 December 2014

We are seeking the services of a dynamic individual to assist with the development of the University’s digital repositories (UWC Research Repository and the Electronic Theses and Dissertations repository (ETD), and also with management of the Knowledge Commons, a large, busy computer facility in the Library.

**Main duties and responsibilities** • overseeing the effective operations of the Knowledge Commons, including first level technical faults • management of rosters and pay claims of the student assistants working in the Knowledge Commons • contributing towards development of the functionality and responsiveness of the digital repositories • support for publishing services offered by the Library, including preparation of digital files for ingest into the repositories; creation of quality metadata or tags to aid retrieval of digital texts; sourcing and checking information such as copyright permissions related to the Research Repository.

**Minimum requirements for appointment** • a National Diploma in Information Studies or Information Technology, or demonstrated technical knowledge gained through working experience • two years’ work experience in an academic institution or library • sound knowledge of the Windows environment, networking and PC management • ability to work independently• strong communication skills • Candidate must be willing to undergo developmental training and to work monthly Saturday shifts.

Forward applications for the above-mentioned vacancies, accompanied by the names and full contact particulars (i.e. e-mail & postal addresses, telephone & cell numbers) of at least three contactable referees, together with copies of your ID and highest qualification, to
**Mr Clement Trout on email: ctrout@uwc.ac.za or Human Resources Department, University of the Western Cape, Private Bag X17, Bellville 7535, South Africa. Fax: +27 21 959 1466 or telephone +27 21 959 9708 (please indicate the level for which you are applying).**

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In line with the University’s commitment to diversifying its workforce, applications from designated groups will be given priority consideration. The University reserves the right not to make an appointment or to make an appointment at a lower level.