

<div class="contact">

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ROLE PROFILE – LIBRARIAN

Campus: Kempton Park or Stellenbosch | South Africa

Employment Type: Full-Time

Reports To: Dean: Teaching and Learning

Why Join Belgium Campus iTversity

At Belgium Campus iTversity, you will have the opportunity to make a meaningful contribution to a specialist higher education institution committed to academic excellence, innovation and student success. We offer an environment where talented academics and professionals can grow their careers while helping to shape the future of technology education.

As part of our team, you will:

- Inspire and develop the next generation of technology professionals.
- Collaborate with passionate colleagues in a supportive and innovative academic environment.
- Contribute to applied research, academic innovation and student development.
- Work across modern campuses equipped for technology-enabled teaching and learning.
- Participate in an institution that values continuous learning, professional growth and academic excellence.

**Kind Regards,
**

<p>Belgium Campus iTversity</p>

Directors:

<div>Nigel Tattersall, Ronald Meeske, John Owen Tattersall, Arie Willem Kuyvenhoven</div>

Details:

Belgium Campus iTversity 1 NPC
2001/017971/08

PHEI DHeT Reg No 2003/HE08/001

<div>BBBEE level 3 contributor 01/B-BBEE/2025/00266/GEN</div>

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Belgium Campus iTiversity operates across campuses in Pretoria, Kempton Park and Stellenbosch and is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 (Registration Certificate No. 2003/HE08/001).

Position Overview

The Librarian plays a central role in supporting teaching, learning, research and student success by delivering high-quality library and information services across Belgium Campus iTiversity. The role is responsible for leading and continuously developing a modern, digitally enabled academic library that provides equitable access to scholarly resources, information literacy programmes, research support and knowledge services. Working collaboratively with academic staff, students and professional support divisions, the Librarian promotes information literacy, digital scholarship, academic integrity and lifelong learning while contributing to the institution's academic mission, research strategy and student success objectives.

Purpose of the Role

To provide leadership and coordination of library and information services that enhance teaching, learning, research and innovation while ensuring students and staff have access to high-quality scholarly resources, digital technologies and academic support services.

Key Responsibilities

Library & Information Services

- Manage campus library services and provide access to high-quality print and digital information resources.

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- Support students and staff through professional information services and research assistance.
- Ensure equitable access to academic information resources across all Belgium Campus iTiversity campuses.
- Foster an inclusive, welcoming and student-centred library environment.

Learning, Teaching & Information Literacy

- Deliver information literacy programmes integrated into teaching and learning.
- Collaborate with academic staff to embed information literacy, academic integrity and responsible AI use into curricula.
- Develop online guides, tutorials, subject guides and learning resources.
- Support the responsible and ethical use of artificial intelligence by developing guidance and learning resources on AI literacy, academic integrity and responsible scholarly practice.

Research Support & Scholarly Communication

- Support literature searching, referencing, research data awareness and citation management.
- Support the institution's research strategy by providing specialist literature searching, bibliometric support, repository management, scholarly communication services and research visibility initiatives that enhance academic quality and research impact.
- Coordinate institutional repository services.
- Promote open scholarship, research visibility and author identifiers such as ORCID.
- Support postgraduate students and academic staff with research information services and scholarly communication.

Collection Development & Digital Resources

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- Manage the acquisition, evaluation and renewal of library resources.
- Monitor resource usage and recommend collection improvements based on academic needs and evidence.
- Evaluate emerging scholarly resources, digital platforms and technologies that enhance teaching, learning and research.

Library Systems & Digital Services

- Administer digital library platforms and systems.
- Support authentication and access management for electronic resources.
- Ensure accessibility, usability and effective digital service delivery.
- Promote innovative digital library services that support hybrid and online learning.

Academic Engagement & Collaboration

- Work collaboratively with academic departments to align library services with curriculum development and research priorities.
- Participate in academic committees and institutional initiatives where library expertise contributes to teaching, learning and research.
- Support academic engagement initiatives that strengthen information literacy, research capability and lifelong learning across the institution.

Planning, Quality & Continuous Improvement

- Monitor library usage, service quality and resource utilisation through regular reporting and analytics.
- Maintain accurate records and contribute to the development and review of library policies, procedures and quality assurance processes.
- Identify opportunities to enhance library services through innovation, user feedback and continuous improvement.

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- Contribute to institutional planning by providing evidence-based recommendations relating to library resources, services and emerging technologies.

Minimum Qualifications & Experience

Minimum Requirements

- A Bachelor's degree in Library and Information Science or an equivalent qualification (NQF Level 8).
- Three to five years' experience within an academic or research library.
- Experience supporting digital library services.
- Strong understanding of academic library operations and information services.
- Excellent communication, organisational and problem-solving skills.

Desired Experience and Knowledge

- A Master's degree in Library and Information Science or a related discipline will be strongly advantageous.
- Experience working within a higher education environment.
- Experience delivering information literacy programmes.
- Experience supporting postgraduate students and academic researchers.
- Experience with institutional repositories and open scholarship initiatives.
- Experience supporting blended, hybrid and technology-enabled teaching and learning.
- Experience with research support services, bibliometrics and scholarly communication.
- Membership or eligibility for membership of a recognised professional library association will be advantageous.

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Core Competencies

The successful candidate will demonstrate:

Library & Information Services

- Strong knowledge of contemporary academic library services and digital information resources.
- Ability to deliver responsive, student-centred and research-focused library services.

Teaching, Learning & Research Support

- Ability to design and deliver information literacy programmes.
- Strong capability in literature searching, referencing support and research information services.
- Ability to support responsible AI use, academic integrity and scholarly communication.

Higher Education & Student Success

- Understanding of higher education and the role of library and information services in enhancing teaching, learning, research and student success.
- Commitment to supporting academic excellence and lifelong learning.

Collaboration & Communication

- Excellent interpersonal, presentation and communication skills.
- Ability to work collaboratively with academics, students and professional support staff.
- Ability to build productive relationships across multiple campuses.

Digital Capability

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- Proficiency in library management systems, digital resource platforms, Microsoft 365 and contemporary collaboration technologies.
- Ability to evaluate and implement emerging technologies that enhance library services.

Personal Attributes

- Professionalism, integrity and accountability.
- Initiative, adaptability and resilience.
- Commitment to innovation, continuous improvement and lifelong learning.

Application Process

Applications should include the following:

- A detailed Curriculum Vitae.
- A motivation letter outlining your interest in the position, highlighting your relevant experience and explaining how you will contribute to Belgium Campus iTiversity.
- Certified copies of your academic qualifications.
- Contact details of three professional referees.
- Your current notice period or earliest available commencement date.

Email your application to: **vacancies@belgiumcampus.ac.za**

When submitting your application, please use the following in the subject line of your email:
Librarian | Campus

Closing Date: 31 July 2026

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Only shortlisted candidates will be contacted. If you have not received a response within four weeks of the closing date, please consider your application unsuccessful.

Appointments will be made in accordance with the institution's Employment Equity Plan. Belgium Campus iTiversity reserves the right not to make an appointment.

Belgium Campus iTiversity is committed to academic excellence, innovation, integrity, inclusivity and student success. We seek colleagues who share these values and are committed to making a meaningful contribution to specialist higher education in South Africa.

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