



College of Transfiguration, NPC

A provincial centre for the training of Anglican clergy

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The College of Transfiguration, NPC (CoT) is a provincial centre for the training of Anglican clergy. It is a fully accredited and registered theological college and the only residential seminary for the Anglican Church of Southern Africa (ACSA).

Applications are invited from interested and suitably qualified candidates for appointment to the following position:

COLLEGE LIBRARIAN/SECRETARY

The duties of the successful candidate shall include librarian responsibilities and secretarial responsibilities. The candidate should be able to organise and manage all resources in the College library as well as assist with secretarial duties within the College administration. Bringing a team spirit to a small collegial group of academics and support staff is an expectation of the post.

Duties and responsibilities

1. Facilitate access to information and resources within the College library by students and staff
2. Curate or organizing collections and manage the library database
3. Conduct regular checks and update database information
4. Ordering books, journals and other resources that shall be required in the College library
5. Catalogue and keep track of library materials including frequent stock taking
6. Respond to requests from students, staff and other library users
7. Supervise student librarian portfolio holders.
8. Assist with secretarial duties including managing correspondence, taking meeting minutes, attending to calls, ensuring compliance with the relevant Higher Education and related regulations.
9. Student data management including input new data and update an Information Management System
10. Work together with the administration team to plan and manage College events
11. Make travel arrangements for College's business travels, both for students and staff
12. Provide support and assistance with management and implementation of Health & Safety and other related regulations
13. Expected to assist with other duties and responsibilities within the scope of the role of the librarian/secretarial when need arises.

Please note all appointments are made in line with the requirements of the Employment Equity Act 55 of 1998, as amended, the Immigration Act No. 13 of 2022 and the College's recruitment and selection policies.

The successful candidate should have:

- A Diploma or Degree within the field of Administration, Library or Secretarial
- A minimum of three years' experience
- A driver license will be an added advantage

Experience of working in a higher education environment and the ability to use learning management systems will serve as recommendations.

Competencies (Knowledge/Skills/Attributes):

The candidate must demonstrate the following competencies.

- Good communication skills and the ability to work with people from a range of backgrounds and with a range of needs.
- Strong organizational skills and work ethic
- Emotionally intelligent, understanding and empathetic
- Self-motivated and the ability to work positively within a team
- Capable of evaluating resources and finding the best resources for addressing different questions or issues
- Ability to present information clearly and in an interesting manner
- Administration and organisational skills including the ability to multi-task
- Ability to use technology to enhance the overall effectiveness of the library, including web-based library and repositories.
- Computer application skills and ability to use data or learning management systems
- Knowledge of the regulatory environment for Higher Education and other regulations will be an added advantage.

To apply:

Interested candidates are requested to submit by **4 October 2024** to the College Registrar at registrar@cott.co.za the following:

- a motivation which tells us your interest in the post and suitability in light of the requirements
- curriculum vitae and highest qualification
- Details of three (3) referees.

Failure to meet the minimum requirements of the advertised post will result in applicant's automatically disqualifying himself or herself from consideration.

Individuals from disadvantaged and/or previously disadvantaged communities are encouraged to apply.

All applications will be treated in strict confidence. The College reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview.

If you are not contacted within 30 days from the closing date, please consider your application unsuccessful.