

LIBRARY SYSTEMS COORDINATOR

The University is in the process of re-conceptualizing libraries to suit its needs in the 21st century. We are seeking to appoint a suitably qualified and experienced person for the position of Library Systems Coordinator. The person in the post will be responsible for the development and administration of the Library Management system, ensuring it is fully operational at all times.

Qualifications and Required Skills:

- B.Bibl or B.Inf plus National Diploma in ICT / ICT related Library or Information Management qualification or
- Bachelor Degree in an ICT related field plus PG LIS qualification
- 5 years Library systems experience

The person in this post reports to the Manager: Library Systems & Digital Initiatives

Responsibilities:

- Administration of Library Management System
- Implement Library Management System modules and changes
- Manage and assist with integrations
- Research and monitor data clean-up projects
- Execution of Systems integrations, versions, products and services
- Compile customized reports and analytics for the library
- Develop procedures and training manuals
- Staff training and development

Available: as soon as possible

To apply: register your profile on the Wits i-Recruitment platform located at <https://irec.wits.ac.za>. Submit a covering letter, together with your detailed CV, qualifications, names, contact numbers and email addresses of three (3) recent referees.

Closing date: 27th November 2020