



NORTH-WEST UNIVERSITY (POTCHEFSTROOM CAMPUS)

OFFICE OF DVC: TEACHING AND LEARNING

LIBRARY AND INFORMATION SERVICE

VACANCY: MANAGER: INFORMATION RESOURCES

POSITION NUMBER: N000309

PEROMNES: 7

Purpose:

To manage the Library & Information Services resources, supervise the section and give training and guidance to staff in performance of their tasks.

To manage the allocated information resources budget in order to provide current and future needs of the library users.

To assist the Director: Shared Services as a member of the senior management team in the strategic planning and development of the Library Services to realise the mission and goals of the Library & Information Service.

Responsibilities:

- Management
- Budget Management
- Personnel Management
- Quality control
- Project management
- Liaison, Communication and Marketing

Minimum requirements:

- B. Lib, B. Inf, or B degree plus postgraduate qualification in Library and / or Information Science.
- At least 5 years advanced library experience in Library Technical Services or Information Resources
- Additional academic relevant qualification may serve as a recommendation
- Membership to LIASA

Other competency requirements:

- 3 years specialised knowledge and insight in cataloguing, applicable experience in acquisitions and/or periodical section of an academic library
- 2 years' experience in the drawing up of a library budget

TOTAL REMUNERATION PACKAGE: Market related

ENQUIRIES: Ms Neli Kaunda at 0182992000/ Neli.Kaunda@nwu.ac.za

CLOSING DATE: 16 April 2021

COMMENCEMENT OF DUTIES: 01 June 2021 or as soon as possible

BENEFITS: Attractive study benefits as well as the normal fringe benefits apply.

TO APPLY: Please visit our website, www.nwu.ac.za/vacancies for online applications

The University subscribes to and applies the principles of the Employment Equity Act and is committed to transformation. The University reserves the right not to make an appointment. If you are not contacted within two months from the closing date of this advertisement, please accept that your application was unsuccessful.