



Head: Metadata Management (Stellenbosch University Library)

(Ref. BIB/345/1121)

Working hours: Monday to Friday, 08:00 - 16:30

Duties:

- Strategic and operational management of the Metadata Management Division;
- Ensuring that all library material, whether in physical or electronic format, as well as the research output of the University, is properly catalogued and discoverable;
- Leadership with regard to the latest metadata practices.

Requirements:

- A bachelor's degree in Library and Information Science or a bachelor's degree plus a postgraduate diploma in Library and Information Science;
- At least five years' recent experience working in a cataloguing environment;
- Excellent interpersonal and teamwork skills and the ability to lead a team of professional and support staff;
- Knowledge of the most recent developments in metadata description, and the tools used for making material discoverable;
- Good planning, organisational, problem-solving and decision-making skills;
- Superior computer literacy, especially in the use of Windows and a variety of library-related software;
- Meticulousness and attention to detail;
- Good communication skills.

Recommendations:

- A postgraduate qualification in Library and Information Science;
- Experience in a management role, including human resources management;
- Experience working with the Alma integrated library system, or another integrated library system;
- Experience working in an academic library.

Commencement of duties: 1 March 2022 or as soon as possible thereafter

Closing date: 15 December 2021

Enquiries regarding this position: Ms. Ilse de Lange on 021 808 4877, or at idl@sun.ac.za

Enquiries regarding remuneration/benefits as well as technical assistance with the electronic application process: Human Resources Client Service Centre on 021 808 2753, or at SUN-E-HR@sun.ac.za



Hoof: Metadatabestuur (Universiteit Stellenbosch Biblioteek)

(Verw. BIB/345/1121)

Werkure: Maandag tot Vrydag, 08:00 - 16:30

Pligte:

- Strategiese en operasionele bestuur van die Afdeling Metadatabestuur;
- Verantwoordelik daarvoor dat alle biblioteekmateriaal, hetsy in fisiese of elektroniese formaat, sowel as die navorsingsuitset van die Universiteit, behoorlik gekatalogiseer en vindbaar is;
- Leierskap met betrekking tot die jongste metadatapraktyke.

Vereistes:

- 'n Baccalaureusgraad in Biblioteek- en Inligtingwetenskap, of 'n baccalaureusgraad plus 'n nagraadse diploma in Biblioteek- en Inligtingwetenskap;
- Minstens vyf jaar onlangse ervaring in 'n katalogiseringsomgewing;
- Uitnemende interpersoonlike en spanwerkvaardighede en die vermoë om 'n span professionele en steundienspersoneel te lei;
- Kennis van die jongste ontwikkelinge in metadatabeskrywing, en die hulpmiddele wat gebruik word om materiaal toeganklik te maak;
- Goeie beplannings-, organisatoriese, probleemoplossings- en besluitnemingsvaardighede;
- Buitengewone rekenaarvaardigheid, veral in die gebruik van Windows en 'n verskeidenheid biblioteekverwante programmatuur;
- Noukeurigheid en aandag aan detail;
- Goeie kommunikasievaardighede.

Aanbevelings:

- 'n Nagraadse kwalifikasie in Biblioteek- en Inligtingwetenskap;
- Ervaring in 'n bestuursrol, insluitend menslikehulpbronbestuur;
- Werkservaring van die Alma geïntegreerde biblioteekstelsel, of 'n ander geïntegreerde biblioteekstelsel;
- Werkservaring in 'n akademiese biblioteek.

Diensaanvaarding: 1 Maart 2022 of so gou doenlik daarna

Sluitingsdatum: 15 Desember 2021

Navrae rakende die posinhoud: Me Ilse de Lange by 021 808 4877, of by idl@sun.ac.za

Navrae rakende vergoeding/voordele asook tegniese bystand met die elektroniese aansoekprosedure: Menslike Hulpbronne-kliëntedienssentrum by 021 808 2753, of by SUN-E-HR@sun.ac.za