



Library and Information Service

Manager: Research Data Services (Post Level 8) (Stellenbosch Campus)

Ref. BIB/051/0325

Duties:

- Strategic planning and managing the Research Data Services (RDS).
- Research data information provision.
- Advocacy and support for managing research data.
- Managing data collections and enhancing data security.
- Developing appropriate Research Data Management (RDM) policies in collaboration with other institutional stakeholders.
- Liaising between the researchers, Library and other role players about RDM services.
- Providing technical assistance.
- Human Resources management.

Requirements:

- Baccalaureus degree in Library and Information Science, or a Baccalaureus degree plus a postgraduate diploma in Library and Information Science, or an equivalent Baccalaureus degree in a relevant field such as informatics, data curation, data science and/or knowledge management.
- At least five years' relevant experience in an academic or research library or similar environment.
- Understanding of the research lifecycle.
- Knowledge of the RDM lifecycle and practices.
- Understanding of the RDM policy and policy implementation.
- Knowledge of the needs of an academic community with regards to RDS.
- A high level of ICT skills.
- Advanced writing and communication skills.
- Practical experience in conducting presentations, webinars and workshops.
- Project management skills.

Recommendations:

- Middle management experience in an academic or research library, and/or scholarly communication, or open scholarship, or a similar environment.

Commencement of duties:

01 June 2025

Closing date:

07 April 2025

Enquiries regarding this post: Dr Siviwe Bangani on 021 808 4641, or at sbangani@sun.ac.za

Enquiries regarding remuneration/benefits, as well as technical assistance with the electronic application process: Human Resources Client Services Centre on 021 808 2753 (Stellenbosch) / 021 938 9636 (Tygerberg), or at sun-e-hr@sun.ac.za

Stellenbosch University is committed to employment equity (EE), and appointments will be made in line with the EE plan for the specific environment as well as the EE Plan of the University.

Stellenbosch University reserves the right not to make an appointment.

Your application, comprising a **comprehensive curriculum vitae (including the names and email addresses of at least three referees)**, must reach the University before or on the closing date of the advertised post.

APPLY ONLINE AT <https://www.sun.ac.za/english/careers> BY USING THE APPLY NOW LINK AT THE TOP RIGHT-HAND CORNER OF THE SPECIFIC VACANCY PAGE.

The University reserves the right to investigate qualifications and conduct background checks on all candidates.

Should no feedback be received from the University within four to six weeks of the closing date, kindly accept that your application did not succeed.
