

Library and Information Service

Director: Technical Services and Electronic Resources Management Ref. BIB/196/0722

Stellenbosch University's Library and Information Service consists of the central library and five branch libraries, as well as a few departmental collections. The Library and Information Service strives to be a dynamic leader in the academic library environment, both nationally and internationally. In order to achieve this, it is imperative for the Library and Information Service to render a wide spectrum of client-centred services, which include to have skilled and motivated staff, world-class technological facilities and access to relevant resources; to develop excellent collections in all available formats that meet the needs of the University and are optimally accessible; and to increase its visibility by making clients aware of available services for the improved utilisation of these.

Duties:

- Assuming overall responsibility for leading, managing and developing the three technical services divisions (Electronic Resources, Acquisitions and Metadata Management) of the Library and Information Service;
- Planning and organising the technical services divisions;
- Ensuring cost-effective management of the information resources budget in collaboration with the Senior Director and deans of faculties;
- Strategic planning and development in line with the objectives of the University and those of the Library and Information Service;
- Quality assurance and evaluation;
- Communicating and liaising with service providers and relevant role players;
- Performing general management functions, such as human resources and project management;
- In collaboration with the Senior Director, assuming overall responsibility for a number of tasks relating to human resources management, staff development and administration for the Library and Information Service as a whole.

Requirements:

- An advanced relevant postgraduate qualification in Library and Information Science, or equivalent on at least NQF level 8;
- At least eight years' experience at middle management level, preferably in an academic library;
- In-depth knowledge of the needs of the academic community with regard to e-resources;
- The ability to provide dynamic leadership in the rapidly changing environment of e-resources and technology, e.g. knowledge of the publishing sector, scholarly communication, etc.;
- Knowledge of the technical requirements needed for access to e-resources;
- High-level computer proficiency with regard to general and library applications;
- Strategic planning skills;
- The ability to function at senior management level;
- Sound experience in human resources management;
- The ability to work effectively within a team;
- Excellent interpersonal skills;
- Financial and managerial expertise.

Recommendations:

- Exposure to and knowledge of new trends in library and information services worldwide;
- Knowledge and understanding of trends within the higher education sector in South Africa;
- Experience in successfully implementing and managing projects within an organisation.

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

Closing date: 14 August 2022

Enquiries regarding this post:

Ms. ER Tise on 021 808 4880, or at etise@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, 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 institutional 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.

Biblioteek- en Inligtingsdiens

Direkteur: Tegniese Dienste en Elektroniese Bronnebestuur
Verw. BIB/196/0722

Die Universiteit Stellenbosch Biblioteek- en Inligtingsdiens bestaan uit die sentrale biblioteek en vyf takbiblioteke, asook 'n aantal departementele versamelings. Die Biblioteek- en Inligtingsdiens streef daarna om nasionaal en internasionaal 'n dinamiese leier binne die akademiese biblioteekomgewing te wees. Ten einde die doelwit te bereik, is dit belangrik dat die Biblioteek- en Inligtingsdiens 'n wye spektrum van kliëntgesentreerde dienste lewer, wat insluit vaardige en gemotiveerde personeel, wêreldklas- tegnologiese fasiliteite en toegang tot toepaslike bronne; uitnemende versamelings in alle beskikbare formate ontwikkel wat aan die behoeftes van die Universiteit voldoen en optimaal toeganklik is; en die Biblioteek- en Inligtingsdiens se sigbaarheid verhoog deur kliënte bewus te maak van dienste wat aangebied word, ten einde die benutting daarvan te verhoog.

Pligte:

- Oorhoofse verantwoordelikheid vir leiding, bestuur en ontwikkeling ten opsigte van die drie tegniese dienste-afdelings (Elektroniese Bronne, Bestellings en Metadatabestuur) van die Biblioteek- en Inligtingsdiens;
- Beplanning en organisering van die tegniese dienste-afdelings;
- Verseker die koste-effektiewe bestuur van die begroting vir inligtingsbronne in samewerking met die Senior Direkteur en fakulteitsdekane;
- Strategiese beplanning en ontwikkeling ooreenkomstig die doelstellings van die Universiteit en die Biblioteek- en Inligtingsdiens;
- Gehalteversekeringsbestuur en -evaluering;
- Kommunikasie en skakeling met verskaffers en toepaslike rolspelers;
- Uitvoering van algemene bestuursfunksies, onder meer menslike hulpbron- en projekbestuur;
- In samewerking met die Senior Direkteur, oorhoofse verantwoordelikheid vir 'n verskeidenheid take aangaande menslikehulpbronbestuur, personeelontwikkeling en -administrasie vir die Biblioteek- en Inligtingsdiens in geheel.

Vereistes:

- 'n Toepaslike gevorderde nagraadse kwalifikasie in Biblioteek- en Inligtingkunde, of 'n gelykwaardige kwalifikasie op minstens NKR-vlak 8;
- Minstens agt jaar ervaring van middelvlakbestuur, verkieslik in 'n akademiese biblioteek;
- In-diepte kennis van die behoeftes van die akademiese gemeenskap ten opsigte van e-bronne;
- Die vermoë tot dinamiese leiding in die snelveranderende omgewing van e-bronne en tegnologie, bv. kennis van die uitgewersbedryf, die wetenskaplike kommunikasiesistelsel, en so meer;
- Kennis van die tegniese vereistes vir toegang tot e-bronne;
- Hoëvlak rekenaarvaardigheid ten opsigte van algemene en biblioteektoepassings;
- Strategiese beplanningsvaardighede;
- Die vermoë om op senior bestuursvlak te funksioneer;

- Goeie ervaring van menslikehulpbronnebestuur;
- Die vermoë om effektief in spanverband te werk;
- Uitstekende interpersoonlike vaardighede;
- Finansiële en bestuurskundigheid.

Aanbevelings:

- Blootstelling aan en kennis van nuwe tendense in biblioteek- en inligtingsdienste, wêreldwyd;
- Kennis en insig ten opsigte van tendense binne die hoëronderrigingsomgewing in Suid-Afrika;
- Ervaring van die suksesvolle implementering van projekte binne 'n organisasie.

Diensaanvaarding: 1 Oktober 2022 of so gou doenlik daarna

Sluitingsdatum: 14 August 2022

Navrae rakende die posinhoud: Me ER Tise by 021 808 4880, of by etise@sun.ac.za

Navrae oor vergoeding/voordele asook tegniese ondersteuning met die elektroniese aansoekproses: Menslike Hulpbronne Kliëntedienssentrum by 021 808 2753, of by sun-e-hr@sun.ac.za

Die Universiteit Stellenbosch is verbind tot diensbillikheid (DB), en aanstellings sal ooreenkomstig die DB-plan vir die betrokke omgewing sowel as die Universiteit se institusionele DB-plan gedoen word.

Die Universiteit Stellenbosch behou die reg voor om nie 'n aanstelling te maak nie.

U aansoek moet vergesel wees van 'n **volledige curriculum vitae (insluitend die name en e-posadres van ten minste drie referente)**, en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

DOEN AANLYN AANSOEK BY <https://www.sun.ac.za/afrikaans/loopbane> DEUR OP DIE APPLY NOW-SKAKEL REGS BO-AAN DIE BLAD VAN DIE SPESIFIEKE VAKATURE TE KLIK.

Die Universiteit behou die reg voor om kwalifikasies na te gaan en agtergrondinligting oor alle kandidate in te win.

Indien u nie binne vier tot ses weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.
