The National Library of South Africa wishes to make the following appointment at its Pretoria Campus

**Director: Preservation and Conservation Services**

**Reference Number: 02/02/2019**

**Salary Scale: Market Related**

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific and innovative development by collecting, recording, preserving and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world’s information resources. We are inviting applications from suitably qualified persons for appointment on a full time permanent basis. The successful individual will be based at our Pretoria Campus.

**KEY REQUIREMENTS:**

- Honours Degree in Library and Information Services
- Master’s Degree will be an added advantage
- Post Graduate research in preservation and conservation of library collections or related field
- 7+ Years of relevant work experience in Preservation and Conservation Management
- 5 Years of experience at management level including supervision of professionals
- Experience in budget management
- In-depth knowledge of preservation and conservation management
- Advanced knowledge of techniques and methods to preserve library collections
- Sound knowledge of disaster planning and recovery for libraries
- Knowledge of digital preservation challenges in a library context
- High level people management, conflict management and dynamic problem solution skills
KEY RESPONSIBILITIES:

- Provide strategic leadership and management in respect of performance and service delivery in the Preservation and Conservation Services Programme’s functional areas.
- Co-ordinate the components constituting Preservation Services at the NLSA’s two Campuses.
- Manage and develop the Programme’s services and product range, including:
  - Reprographic and Digitisation Services
  - Conservation and Restoration Services (including de-acidification)
  - Stack Maintenance Services
  - IFLA Regional Preservation and Conservation Centre for Southern Africa
  - Disaster Planning and Recovery Operations
  - Preservation and Conservation training for Library and Information Sector and other Legal Deposit libraries.
- Develop income generating products and services in response to client needs and market opportunities.
- Develop human resources through performance management, skills development and training, career planning and mentoring, and attaining employment equity.
- Draft and manage the Preservation Services budget, Expenditure and Strategic Plan.
- Network and liaise with suppliers, clients and partners in the field of Preservation and Conservation Services, nationally and internationally.
- Provide national and international leadership in the field of Preservation and Conservation through participation in national and international professional bodies.

The National Library of South Africa is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Appointments will be made according to our Employment Equity requirements and people with disabilities are invited to apply.

Applications: Interested applicants must submit a covering letter, Curriculum Vitae, proof of qualifications and copy of ID by e-mail to: recruitment@nlsa.ac.za or hand deliver to the NLSA’s Human Resources Department. No applications from recruitment agencies will be accepted. Enquiries regarding the application process must be directed to Ms Andile Mahlangu by e-mail to andile.mahlangu@nlsa.ac.za. For position specific enquiries only, contact Dr Maisela Maepa by e-mail to maisela.maepa@nlsa.ac.za.

CLOSING DATE: 26 April 2019

Should you not receive any correspondence / communication from the National Library of South Africa one month after the closing date, please consider your application as being unsuccessful.