



**The National Library of South Africa wishes to make the following appointment on its Pretoria Campus:**

**Executive Director: Corporate Services**  
**(Five-Year Fixed Term Contract)**

**Reference Number: 01/01/2023**

**Salary Scale: R 1 308 051 – R 1 590 746 all inclusive**

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.

NLSA invites applications from suitably qualified persons for appointment on a five-year performance based fixed term contract. The successful candidate will report to the National Librarian and CEO.

**KEY PERFORMANCE AREAS:**

- Provide overall strategic leadership to the Corporate Services Programmes and manage the performance in line with NLSA's goals, objectives, policies and regulations.
- Oversee effective management and strategic development of the NLSA's Corporate Services strategy.
- Develop annual plans and monitor its implementation in line with the strategic objectives of the organisation.
- Report periodically (monthly, quarterly and annually) on the performance of the Programmes (budgets vs actual targets).
- Provide guidance and leadership in the implementation of HR policies and best practice.
- Ensure the development and implementation of organisation-wide change management.
- Establish a conducive work environment and ensure compliance with all appropriate legislations.
- Contribute, as a member of the Executive Management Team of the Entity, to the development and implementation of NLSA's objectives and targets.
- Lead the planning, development and implementation of the organisation's marketing, communications, and stakeholder relations strategies, both internally and externally.

- Ensure continued development and implementation of a long term ICT strategy which supports NLSA's strategic direction.
- Ensure cost effective, best practice and sustainable ICT capability for internal and external stakeholders.
- Oversee Administration and Facilities Management and liaise with key stakeholders in managing key infrastructure projects.
- Recommend priorities and general strategies for facilities management and provide planning and oversight of capital improvement projects.
- Ensure effective internal controls and compliance with audit requirements.
- Manage the risks as set out in the NLSA's risk management strategy, including the risk management framework and related plans as set out in the Entity's policies.
- Ensure the effective and efficient representation of the Corporate Services Programmes in various committees and forums.

### **Minimum Educational Qualifications**

- A minimum NQF level 9 qualification in Business Administration/Human Resources Management/Legal or related equivalent qualification.
- Proven experience in strategic planning and policy development in the public sector
- Proven working experience in implementing policies and procedures in administration, financial management and project management.
- Knowledge of all relevant legislation including the Constitution of South Africa.
- Sound working knowledge of the corporate governance framework.
- Proven experience in monitoring adherence to legislations, regulations and standards
- In-depth knowledge of the National Library of South Africa Act.

### **Years of Experience in Corporate or Related Field**

- Six to ten years of senior management experience in the public/private sector.
- Three to five years of experience in an executive position.

### **Knowledge, Skills and Attributes**

- Good communication skills
- Relationship-building and interpersonal skills
- People management, conflict management and conflict resolution skills
- Negotiation skills
- Strategic leadership skills
- Innovative, analytical and organising skills
- Financial management, facilitation and implementation skills

**The NLSA is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from people living with disabilities.**

**NLSA reserves the right to not make an appointment.**

**Prospective candidates will be subjected to background verification, competency assessments and security clearances.**

**Applications:** Interested applicants must submit a completed prescribed application form obtainable from our website ([www.nlsa.ac.za](http://www.nlsa.ac.za)) accompanied by a covering letter; Curriculum Vitae; Matric/Grade12 certificate; proof of qualifications and a copy of Identity Document by e-mail to: [recruitment@nlsa.ac.za](mailto:recruitment@nlsa.ac.za). Please ensure that you quote the reference number and the position in the subject line of your email. Shortlisted candidates will be expected to avail themselves for an interview at NLSA's convenience.

No applications from recruitment agencies will be accepted.

**CLOSING DATE: Friday, 10 February 2023**

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.