



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

**Digital Curator Officer
(Twelve Month Contract)**

Reference number: 02/06/2024

Salary scale: R453 194 to R 526 993 Total Cost to Company

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.

The NLSA invites applications from suitably qualified persons for appointment on a twelve-month contract basis. The successful candidate will be based at the NLSA's Pretoria Campus and will report to the Manager: Preservation and Conservation Services.

KEY RESPONSIBILITIES:

Plan and coordinate all aspects relating to the digitization, collection and management of non-print digital documents and repositories.

Digitising of materials

- Accurately record all activity associated with the processing of requests.
- Prioritize and assign work for the Digital Technicians
- Ensure adherence to digitization standards in the unit.
- Provide technical guidance and professional advice to the Digital Technicians
- Ensure proper handling and storage of materials during retrieval and production.
- Calibrate all components of scanner and computer workstation on a regular basis.

Conduct Quality Control

- Conduct quality control to ensure that images adhere to predetermined quality standards.
- Conduct post processing of images to achieve maximum image quality.
- Perform optical character recognition processing when required.
- Transfer daily output to NLSA fileservers or other repository system as required.
- Locate source documents, track movements of material during digitization processes.
- Proactively ensure that digitization infrastructure is up-to-date and anticipate obsolescence.

Metadata Creation and Uploading of content.

- Provide basic metadata description of images produced.
- Ensure the use of up-to-date digitization standards.
- Upload content to the NLSA Content Dm or any digital collection management system.
- Ensure requests for digitisation of print materials are validated and processed in a timely manner.
- Keeps informed of professional and technological development through participation in professional organisations, workshops, continuing educational development.
- Conduct research, consult or benchmark with leading role players in digitization to ensure adoption or maintenance of best practice.
- Contribute to updating procedure manual

Planning and organization

- Input the strategic plan, operational plan, and annual performance plan and ensure achievements of targets thereto.
- Plan, organize and prioritize work in guidance of the weekly, monthly, and quarterly targets.
- Identify risks and manage the mitigation thereof.
- Ensure long-term preservation of digitized items by evaluating the infrastructure capacity and report risks or limitations of the infrastructure to the management.

MINIMUM REQUIREMENTS

- Bachelor of Library and Information Science (NQF 8) degree.
- At least one year of experience in a library digital environment.
- Excellent computer proficiency in a Windows environment and Office applications

REQUIRED EXPERIENCE AND SKILLS

- Ability to work well with others and communicate effectively with internal staff at all levels.
- Ability to work independently and deliver work within agreed timeframes.
- Effective problem-solving skills
- Excellent computer proficiency in a Windows environment and other Office applications
- Sound judgement and the ability to solve problems.
- Accuracy and attention to detail
- Ability and willingness to learn new skills.
- Ability to work successfully under sustained pressure and should be able to respond to challenges creatively and positively.

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