



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

Manager: Legal Deposit Co-ordination, Compliance and Copyright

(12 Month Contract)

Salary scale: R 653 810 to R763 301 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.

NLSA is hosting the function of Legal Deposit coordination, compliance and enforcement. This position will oversee compliance monitoring and enforcement of the Legal Deposit and of Official Publication Depositories.

The NLSA invites applications from suitably qualified persons for appointment as a Manager: Legal Deposit Co-ordination, Compliance and Copyright. The successful individual will be based at the NLSA's Pretoria Campus but will work with all Places of Legal Deposit and Official Publications Depositories. The successful candidate will report to the Legal Deposit Committee and administratively to the Director: Business Development.

KEY RESPONSIBILITIES AREAS

Promote the Legal Deposit Act to stakeholders.

- Promoting awareness and support for legal deposit as a means of preserving and appreciating a nation's cultural heritage.
- Establish good working relationships and collaborative arrangements with legal deposit stakeholders (publishers and authors).

Ensure compliance monitoring and enforcement of the Legal Deposit Act

- Monitor compliance in relation to the Act.
- Compile quarterly reports on the status of compliance by publishers and authors for the Committee.
- Ensure enforcement of sanctions against non-compliant publishers.

Facilitate a process to establish new official publications depositories (OPD)

- Provide information on the criteria and procedure to establish OPDs as stipulated in the Legal Deposit Act.
- Facilitate the establishment of OPDs.
- Provide training and support to the OPDs.
- Regular reporting and liaison with the places of legal deposit and official publications depositories to ensure compliance of stakeholders with the Legal Deposit Act.

Perform secretarial duties of the legal deposit technical sub-committee and assist the main Committee

- Compile and forward invitation as well as agenda of the meeting to members of the Technical Sub-Committee.
- Take minutes of the Technical Sub-Committee meetings.
- Keep accurate records of meetings of the Technical Sub-Committee.
- Assist the secretariate of the Legal Deposit Committee during meetings.

Facilitate granting of exemptions to publishers

- Assess request for exemption from publishers.
- Compile exemption reports for the Legal Deposit committee

Financial Accountability and Supply Chain Management

- Develop and manage the budget in line with PFMA requirements and National Treasury regulations.
- Ensure effective internal controls and compliance with all audit requirements.
- Prepare and manage the Programme's budget, monitor expenditure and review the Programme's strategy.

Risk Management

- Identify risks and ensure implementation of mitigation strategies.
- Ensure compliance and adherence to governance structures.

Human Resources Management

- Develop human resources through performance management, skills development, training, career planning and mentoring.

MINIMUM EDUCATION QUALIFICATIONS AND EXPERIENCE

- NQF Level 8 qualification in Library and Information Science or equivalent.
- A minimum of five years of relevant work experience in a legal deposit or publishing environment.
- An in-depth understanding of the publishing industry.
- Knowledge of local and international publishing trends including electronic publication.
- Knowledge of Copyright, Legal Deposit Acts.
- Proven leadership and supervisory 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.