



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

Manager: Bibliographic Services and Collections Management
(24 Month Contract)

Salary Scale: R653 810 - R763 301 Total Cost-to-Company

The objectives of the National Library 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 people for appointment on a 24-month contract basis, as Manager: Bibliographic Services and Collections Management. The successful individual will be based at the NLSA's Pretoria Campus but will work across both the Cape Town and Pretoria Campuses. The successful candidate will report to the Director: Business Development.

Purpose

- To build a complete collection of published documentary heritage material, emanating from, or relating to, South and southern Africa.
- To exercise complete oversight of the Programme Bibliographic Services and Collections Management (BSCM).
- To ensure that the business, and all activities of the Department are carried out across both Campuses including that of the sub-programmes: Acquisitions; Index to South African Periodicals (ISAP); Legal deposit of both serial and non-serial publications, South African National Bibliography (SANB); ISN Agency.

KEY PERFORMANCE AREAS

Build and maintain a collection of resources in different formats based the mandate of the National Library of South Africa.

- Monitor new material added to the legal deposit collection.
- Consult a wide variety of sources and connect with other professionals to stay informed about new materials, resources and technologies, and their potential to deliver improved services.
- Pursues a variety of information sources, including popular media, to keep current on topics

relevant to BSCM products and services.

- Assesses and responds to the library's changing needs and interests to inform the ongoing development of the collection.
- Follow trends in traditional and digital publishing and gathers best practices of similar institutions.

Provide national leadership support in the field of Bibliographic Services and Collections Management by serving on relevant strategic committees nationally and internationally including LIASA, IFLA, and Sabinet.

Operational Planning and Management.

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Programme.
- Ensure that the operation of the Programme meets the expectations of its clients, and stakeholders.
- Oversee the efficient and effective day-to-day operations of the Programme.
- Draft policies and prepare procedures to implement Programme policies; review existing policies every three years.
- Prepare, manage, and ensure the implementation of the Programme's Strategic, Annual performance and Operational Plans.
- Provide strategic input with respect to the future growth and development of the Programme.
- Develop and manage the Programme's product range.

Programme planning and management.

- Oversee the planning, implementation and evaluation of the Programmes products and services.
- Ensure that the products and services offered by the Programme contribute to the NLSA's mandate.
- Ensure the operational and strategic running of the five sub-programmes to ensure the attainment of the Annual Performance Plan (APP) and Operational Plan (OP) indicators.
- Monitor the day-to-day delivery of the programmes and services of the Sub-programmes to maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects.
- Co-ordinate and supervise the implementation of new technological initiatives within the Programme.
- Provide leadership to the Senior Librarians by consulting, assisting, and monitoring the work of each sub-programme, to ensure quarterly targets are achieved.
- Ensure process management within Programme is complied with.
- Ensure the compilation of reports, as required, on the activities of the Programme, and accurately and timeously report thereon at all scheduled meetings.
- Collate and prepare the quarterly and annual progress reports on performance according to set

targets.

- Monitor Programme ad hoc projects including projects such as the weeding project; water damaged books project etc.
- Develop and update, with the assistance of the Senior Librarians, the policies, and Standard Operating Procedure Manual for the Programme
- Establish and maintain vertical and horizontal communication channels within the Programme thereby ensuring effective flow of information.
- Hold regular meetings with the Sub-Programme's Section heads.

Human resources planning and management.

- Determine staffing requirements for the Department.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for staff.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Ensure employees are adequately resourced to perform their functions.
- Ensure that all staff receive an orientation to the Programme, and that appropriate training is provided.
- Coach and mentor staff as appropriate to improve performance.
- Co-ordinate and monitor the work of the SANB legal deposit receipt staff to accommodate workload and ensure that critical/strategic work is accomplished, and maximum productivity attained.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting a bi-annual performance review.
- Ensure Programme staff are assessed, training needs are identified and required training provided.
- Create performance agreements (PA) and personal development plans annually for the Programmes Senior librarians and SANB legal deposit staff.
- Conduct performance evaluations of the Senior Librarians and SANB legal deposit staff and submit performance evaluation reports to HR by due dates on a twice-yearly basis.

Establish collection development policies and procedures.

- Evaluate, recommend, and apply policies and procedures for identifying and selecting library materials in all formats.
- Ensure that collection policies are consistent with the mandate of the National Library of South Africa.
- Ensure the compilation of standard operating procedure manuals for each sub-programme.

Risk management.

- Identify and evaluate risks to the Programme, including finances, human resources, technological advances, tangible and intangible infrastructural resources, compliance with the Legal Deposit Act and implement measures to control risks.
- Prepare and manage the Programmes Risk Registers to ensure risk is controlled within the Programme.
- Ensure proper risk mitigation for the Division.
- Assist with the establishment of national standards for the LIS community.

Human resources planning and management.

- Determine staffing requirements for the unit and ensure recruitment of staff that have the right technical and personal abilities to help further the Division's objectives.
- Ensure the implementation of the human resources policies, procedures and practices including the development of job description for staff in the division.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Ensure that all staff receives an orientation to the Division and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.

Financial planning and management.

- Participate in the preparation of a division's budget to secure adequate funding for the operations.
- Ensure that the division complies with all public financial legislation.

Audits and Risk management.

- Ensure compliance with all audit requirements, quality, and risk management frameworks.
- Identify and evaluate risks to the division's people (clients, staff), property, finances, goodwill, and image and implement measures to control risks.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- A Bachelor degree in Library and Information Science or equivalent (NQF 8).
- Postgraduate in library collections or related field will be an added advantage.
- Five years of relevant work experience in Bibliographic Services and Collections Management.
- Three years of experience at management level including supervision of professionals.
- Experience in project management, budgeting, and policy development.
- Demonstrate broad knowledge of the history of the book, rare books, and book arts.
- Knowledge of preservation and conservation issues, including requirements.
- Knowledge and articulates the value of providing access to digital collections.
- Knowledge of the theory, processes, standards, and best practices of digital resource acquisition.
- Good report writing and presentation skills.

BEHAVIOURAL AND TECHNICAL KEY COMPETENCIES

- High level people management skills.
- Ability to manage conflict and apply analytical thinking resulting in dynamic problem solution outcomes.
- Teamwork and collaboration.
- In-depth knowledge of Bibliographic Services and Collections Management field.
- Advanced knowledge of techniques and methods to preserve library collections.
- Sound knowledge of disaster planning and recovery for libraries.
- Knowledge of digital preservation technologies, standards, and procedures.

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.