



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

**Senior Librarian: Bibliographic Services and Collections Management
(24 Months contract)**

Salary Scale: R531 475 – R634 020 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 two-year contract basis, as Senior Librarian: Bibliographic Services and Collections Management. The successful individual will be based at the Pretoria Campus but will work across both the Cape Town and Pretoria Campuses. The successful candidate will report to the Manager: Bibliographic Services and Collections Management.

Purpose

- To Ensure universal bibliographic control of Legal deposit material by creating the national bibliography.

manage cataloguers and national authority control, thereby ensuring that international standards are implemented at a national level. Plan and coordinate all aspects relation to the management, and maintenance of ISAP database.

KEY PERFORMANCE AREAS South African National Bibliography and name authority (SANB)

- Promote implementation of metadata international standards
- Monitoring creation and maintaining of the national bibliography
- Monitoring the creation of South African name authority records

Index to South African Periodicals (ISAP) database

- Act as project leader for ISAP in making content of periodical articles accessible in support of bibliographic access.
- Manage the project and quality index record delivery to ensure the ISAP annual target is met in accordance with the NLSA strategic objective.
- Plan, develop, coordinate and supervise the project and staff efficiently and ensure user needs are met effectively.

Resource Description Access (RDA)

- Promote the upskilling of provincial and community library staff by providing RDA cataloging training.

Operational Planning and Management:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of Metadata and Cataloguing Services in collaboration with the Deputy director and Director.
- Oversees the day-to-day operations of the Metadata and Cataloguing Services units.
- Participate in the drafting of policies for approval and prepares procedures and standard operational manuals to implement the policies.
- Review existing policies on a three yearly basis and recommend changes as required.
- Provide support to the Deputy Director by preparing programme-specific monthly and quarterly reports.
- Proactively develop the collections of the NLSA.
- Keep abreast of library trends, issues, technology, and developments in the professional field with emphasis on 4IR, Linked Data, BIBFRAME for cataloguing.
- Keep abreast with indexing and database development for ISAP.

Programme planning and management:

- Oversee the planning, implementation, and evaluation of the Metadata and Cataloguing Services units.
- Ensure that the units and services/products offered by the units contribute to the NLSA's mission and reflect the priorities of the NLSA.
- Monitor the day-to-day delivery of services of the units to maintain and/or improve quality of service.
- Oversee the planning, implementation, execution, and evaluation of special projects.
- Actively participate in library committees both nationally and internationally regarding cataloguing and indexing.
- Works in close cooperation with other Business Development Assistant Directors, the Deputy Directors and Director

Supervises staff within units:

- Draft job specifications for employees.
- Conduct performance appraisals of all staff.
- Ensure daily activities are performed.
- Assess skills and capacity of employees.
- Assist with the training of employees.
- Manages Metadata and Cataloguing Services units setting assignments, training, and evaluating job performance. Participates in professional growth and development to enhance skills and knowledge, particularly those related to Metadata and Cataloguing Services.

Financial planning and management:

- Participate in the preparation of a comprehensive budget to secure adequate funding for the operations of the units.
- Ensure that the units comply with all public financial legislation.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the sub-programmes in collaboration with the Deputy director and Director.
- Oversees the day-to-day operations of the sub-programmes.
- Participate in the drafting of policies for approval by the NLSA and prepares procedures to implement the sub-programmes policies.
- Review existing policies on a three yearly basis and recommend changes as required.
- Provide support to the Deputy Director by preparing programme-specific monthly and quarterly reports.
- Remain knowledgeable of current trends in cataloguing and indexing.

Risk management:

- Identify and evaluate risks associated with the Metadata and Cataloguing Services units and provide mitigating strategies, therefore.
- Develop a risk register.

Reporting:

- Prepare documentation and reports required for performance discussions.
- Maintains accurate statistics, reports, and policies.
- Develop, review, amend and update policies, operating procedure manuals and strategies relating to Metadata and Cataloguing Services.

Stakeholder relations / advocacy:

- Communicate with stakeholders to keep them informed of the work of units in Metadata and Cataloguing Services.
- Establish good working relationships and collaborative arrangements with NLSA stakeholders, and other organisations to help achieve the goals of the NLSA.
- Perform any other related duties as instructed by the Deputy Director/Director as needed.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Library and information Science or equivalent (NQF 8)
- Postgraduate in library collections or related field will be an added advantage.
- 3 years' relevant experience in Collections Management department.
- 2 years in a supervisory position.
- Sound knowledge of WorldShare Management System Acquisitions/Serials and Record Manager modules
- Sound knowledge of legislation governing the National Library of South Africa
- Knowledge of PFMA
- 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.
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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.