



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

Classics Co-ordinator (2)

(Three Year Contract)

Reference Number: 05/08/2021

Salary scale: R446 497.00 - R519 205.00 Total Cost-of-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 fixed term contract basis as Classics Co-ordinators. The Reprint of Classics Project is a flagship project of the Department of Sport, Arts and Culture's Conditional Grant for Public Libraries undertaken by the National Library of South Africa's Centre for the Book.

The successful individuals will be based at the NLSA's Pretoria Campus and will report to the Manager: Centre for the Book.

KEY RESPONSIBILITIES AREAS:

- Support the national and provincial Departments of Sport, Arts and Culture's initiatives to enhance a culture of reading in South Africa
- Responsibility for the management, administration and re-publication/re-stocking process of the Reprinted Indigenous Languages Classics Project
- Implementation of the aims and objectives of the Project
- Responsibility for advocacy and marketing of the Project
- Provide research on the Project
- Develop Project reports
- Liaise with stakeholders
- Handle logistical arrangement for launches and reading promotion events
- Maintain an auditable file of the Project
- Monitor, evaluate and co-ordination the Reprint of the Classics Project

MINIMUM EDUCATION QUALIFICATIONS AND EXPERIENCE

- A four (4) year Library and Information Science Degree with specialisation in Literature, Creative Writing, and Publishing or equivalent. A post graduate qualification will be added advantage.
- Minimum of 2 to 3 years of relevant experience
- Spoken and written fluency in English and at least two other South African languages
- Project management skills. A Project Management qualification will be added advantage.
- Knowledge and understanding of project monitoring and evaluation
- A deep understanding South Africa literature and the book sector
- Good communication skills and very good client service / interpersonal skills
- Ability to work within various levels of leadership and society
- Valid driver's license and willing to travel extensively
- Innovative, analytical, and organisational skills
- Quality orientation, accuracy, reliability, and risk management competencies
- Knowledge of the Library and Information Services sector
- Ability to work under pressure

The NLSA is an equal opportunity, affirmative action employer and reserves the right to not make an appointment. Appointments will be made according to our Employment Equity requirements. We encourage applications from people living with disabilities in particular.

Applications: Interested applicants must submit a completed prescribed application form obtainable from our website on www.nlsa.ac.za accompanied by a covering letter; Curriculum Vitae; Matric/Grade12 certificate; proof of certified copies of qualifications, not older than six months; and a copy of Identity Document by e-mail to: recruitment@nlsa.ac.za. A SAQA evaluation report must accompany foreign qualifications. Please ensure that you **quote the reference number and the position** in the subject line of your email.

No applications from recruitment agencies will be accepted.

CLOSING DATE: 24 September 2021

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.