



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

Director: Business Development

Reference Number: 04/08/2021

Salary scale: R974 528.00 - R1 138 242.00 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 has two Core Programmes namely Business Development and Public Engagement. The position will be responsible for the following sub-programmes: Collections Management (including Legal Deposit); Bibliographic Services; and Preservation and Conservation Services.

The NLSA invites applications from suitably qualified persons for appointment on a permanent basis, as Director: Business Development. The successful candidate will report to the Executive Director: Core Programmes and will be based at the Pretoria Campus but will work across both the Pretoria and Cape Town Campuses.

KEY AREAS OF RESPONSIBILITY:

Strategic Leadership and Governance

- Provide strategic leadership and management of the performance and service delivery mandate of the Programme's functional areas
- Co-ordinate Preservation and Conservation Services on both Campuses
- Co-ordinate Bibliographic Services and Collections Management services on both Campuses
- Liaise with Information Access Services Department to support preservation goals and management of the Collections
- Manage and develop the Programme's services and product range
- Continually identify and recommend improved administrative systems for better, more effective and more efficient workflows supported by documented processes and procedures

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
- Develop income generating products and services in response to client needs and market opportunities

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

Public Engagement

- Identify potential and new partnerships in the field of Preservation and Conservation Services; and Bibliographic Services and Collections Management both nationally and internationally and ensure meaningful contributions
- Provide national and international leadership in the field of Preservation and Conservation Services, and Bibliographic Services and Collections Management through participation in national and international professional associations

Collections Management, Research, and Innovation Development

- Play a strategic role in acquisition, preservation and conservation of the national documentary heritage
- Continually identify and recommend improved systems for the preservation of heritage assets in line with best practice standards
- Proactively identify and initiate research opportunities and contribute to local and international publications

MINIMUM EDUCATION QUALIFICATIONS AND EXPERIENCE

- Honour's Degree in Library and Information Science. A Master's Degree in Library and Information Science will be an added advantage.

EXPERIENCE

- A minimum of 5 to 10 years of relevant work experience in a historical/digital Preservation and Conservation and/or Bibliographic Services environment
- A minimum of 5 years of middle management experience
- Knowledge of the NLSA's mandate; the publishing sector; and legal depositories processes, procedures and risks.
- Proven mature leadership and management capabilities
- Proven experience in managing multiple and integrated projects
- Proven work experience in implementing policies and procedures in administration, financial management and project management

CRITICAL SKILLS AND COMPETENCIES REQUIRED

- Leadership, team management, problem solving and decision-making skills
- Effective planning, delegation, and the ability to translate strategic objectives into operational plans
- Project and financial management
- Policy analysis and development
- Change management
- Proven negotiation, interpersonal, verbal and written communication
- High level of people management and development skills
- Ability to prepare and present high level management reports
- In-depth knowledge of bibliographic standards, tools, and systems
- Knowledge of integrated library information management systems and other emerging technologies in the LIS (Library and Information Services) sector
- A good understanding of the South African publishing industry
- In-depth knowledge of Preservation and Conservation Management
- Sound knowledge of Disaster Management planning and recovery in a Library environment
- Knowledge of digital preservation and digitisation techniques
- A good understanding of GRAP Standards for accounting for heritage and non-heritage assets
- Knowledge of all relevant legislation and regulations governing the NLSA

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. Prospective candidates will be subjected to background verification, competency assessments and security clearances.

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.

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.