



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

**Director: Public Engagement**

**Reference Number: 06/06/2022**

**Salary scale: R974 528.00 - R1 138 242.00 Total Cost to Company**

The object of the National Library of South Africa (NLSA) is 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 over 2 million library materials in both its campuses which include various formats, such as books, manuscripts, maps, government gazettes and iconographic collections. The library user population include researchers and ordinary members of the public from all over South Africa and abroad.

The library works with various local and international stakeholders including academic institutions, provincial libraries, local municipalities and various non-profit organizations involved in promoting the culture of reading, publishing and access to information.

The NLSA has two core programmes which are Business Development and Public Engagement. The Director: Public Engagement is responsible for the following sub-programmes, Information Access Services and Center for the Book. Information Access Services promotes and facilitates information access and awareness appreciation of the collection. Center for the Book is an outreach wing of the NLSA that is responsible for promoting the culture of reading, writing and publishing.

The NLSA invites applications from suitably qualified persons for appointment on a permanent basis, as Director: Public Engagement. The successful candidate will report to the Executive Director: Core Programmes, she/he will be based at the Cape Town 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 in the performance of, and service delivery mandate of the Programme's functional areas.
- Develop policies and procedures to guide efficient and effective operations within the programme
- Define and implement outreach programmes for the library community to increase the

- use of library services and reach underserved communities
- Develop reading and library promotion strategies and initiatives in line with the NLSA mandate
  - Develop initiatives to promote and support writing and publishing in partnership with relevant stakeholders in the publishing sector
  - Develop and manage Programme's services and product range for its clientele.
  - Continually identify and recommend improved administrative systems for better, effective and efficient workflows supported by documented processes and procedures

### **Financial Accountability and Supply Chain Management**

- Prepare and manage the Programme's budget and monitor expenditure.
- Ensure effective financial management processes using sound financial judgement in line with the PFMA and Treasury regulations
- 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 policies and structures.

### **Human Resources Management**

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

### **Public Engagement**

- Building partnerships and networks to facilitate cooperative activities in promoting reading awareness and information literacy programmes.
- Liaise with Provincial Libraries and different stakeholders (authors, publishers, booksellers) in promoting the culture of reading, writing and publishing
- Develop strategies and design programmes to promote information awareness and reading promotions.

### **Reference, Research, and Information Services**

- Play a strategic role in maintaining a high standard of reference, research and information services relating to the nation's documentary heritage.
- Provide national and international leadership in the field of information access and resource sharing through participation in national and international forums
- Continually identify and recommend improved systems for Information Access 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 provision of information services and/or reading and/or writing promotion.
- A minimum of 5 years middle management experience.
- Knowledge of the NLSA mandate, sector and Library and Information Services (LIS) sector and publishing sector.
- Knowledge processes, procedures and risks associated with handling heritage/historic collections.
- Knowledge of integrated library information management systems and other emerging technologies in the LIS (Library and Information Services) Sector.
- In-depth knowledge of library reference collection (both print and on-line).
- Knowledge of the publishing sector and the book production value chain.
- 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 ability to translate strategic objectives into operational plans
- Financial management
- Project management
- Policy analysis and development
- Change management
- Proven negotiation, interpersonal, verbal and written communication
- High level of people management and development
- Ability to prepare and present high level management reports
- 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](http://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](mailto: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: 12 July 2022**

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.