



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

**Director: Conditional Grant and Special LIS Projects
[3-Year Fixed Term Contract]**

Reference Number: 05/06/2022

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 receives grant funding from the Department of Sport, Arts and Culture (DSAC) as part of the Conditional Grant for Community Libraries to implement special projects and initiatives to support public libraries in-line with the Grant Framework. The Director: Conditional Grant and Special LIS Projects will conduct planning, implementing, and monitoring solutions and projects as approved.

The NLSA invites applications from suitably qualified persons for appointment on a contract basis, as Director: Conditional Grant and Special LIS Projects. The successful individual will be based at the Pretoria Campus. The successful candidate will report to the Executive Director: Core Programmes.

KEY AREAS OF RESPONSIBILITY:

Strategic Leadership and Governance

- a) Ensure management of the Conditional Grant projects in line with the approved business plan and Memorandum of Agreement (MOA) signed between the NLSA and DSAC.
 - Lead and prepare annual business plans in line with the Grant Framework and relevant legislation
 - Monitor implementation of grant funded projects in line with the business plan and NLSA Annual Performance Plan
 - Prepare and submit financial and non-financial reports in line with the relevant legislation and MOA

- b) Manage provincial monitoring of the Conditional Grant for Community Libraries
 - Co-ordinate provincial monitoring activities
 - Co-ordinate monitoring reports and interventions on Grant management
- c) Manage special LIS initiatives
 - Ensure planning, implementation of innovative initiatives to support public libraries, including ICT initiatives and sustainability of the Mzansi-libraries online.
- d) Manage and support research activities in the NLSA and public libraires

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

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

MINIMUM EDUCATION QUALIFICATIONS AND EXPERIENCE

- Honour's Degree (NQF Level 8) qualification preferably in Library and Information Science
- A higher qualification in Library and Information Science and/or Project Management will be an added advantage

EXPERIENCE

- A minimum of ten years of relevant work experience in the LIS sector
- A minimum of five years of middle management experience
- Sound knowledge of the NLSA's mandate and relevant legislation governing grant administration
- Proven experience in managing multiple, integrated projects; and developing grant proposals
- Proven 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
- Project and financial management
- Knowledge of grant management, including planning, monitoring and evaluation and financial administration

- Proven negotiation, interpersonal, verbal and written communication
- High level of people management and development
- Ability to prepare and present high level management reports and pay attention to details
- Knowledge of all relevant legislation and regulations governing the NLSA
- Excellent time management skills with proven ability to meet deadlines

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; certified copies of Matric/Grade12 certificate, qualifications, and Identity Document, not older than six months, 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: 08 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.