



## EXTERNAL VACANCY

DIVISION: DVC Academic and Research	DEPARTMENT: Library
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POST: Manager Technical Services	POST N°: 6017 Peromnes level (06)
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### JOB DESCRIPTION:

The incumbent will be required to: KPA'S

- Support the Director: Library and Information Services in the provision of technical support services as required – strategic and operational planning, special investigations and projects, appointment of new staff.
- Manage and coordinate the serial (periodicals) section
- Manage and coordinate the e-resources section
- Manage and coordinate the acquisitions section – acquiring, processing and RFID tagging new resources, discarding of damaged/obsolete resources
- Plan and coordinate the cataloguing procedures, and monitor and review on an ongoing basis.
- Oversee the up keep of holdings on OCLC (Online Computer Library Center) in order for retrieval of records through WorldCat Local to be reliable and complete
- Regularly update the RFID software to ensure that functions e.g. self-checkin, stock taking and shelf reading are yielding reliable results
- Oversee the digitization section including copyright administration and Turnitin (anti-plagiarism software)
- Oversee the development and implementation of the ETD (Electronic Theses and Dissertations), IR (Institutional Repository) and OA (Open Access)
- Assist with the development of new modules/functions on the LMS (Library Management System)
- Staff management and development – leave, rosters, problems, complaints, job descriptions, performance assessments, self-development, training
- Coach staff on an ongoing basis to ensure maintenance of satisfactory service levels
- Compile required reports throughout the year
- Keep existing policies and procedures up to date and develop policies and procedures for all new functions/modules and services.
- Keep up to date with technological developments and new trends in the technical field
- Manage the resources budget by ensuring adherence thereto at all times, and by reporting variances. Appropriate the book fund according to the allocation formula

### Application Criteria

Qualification/Experience:

- A Master's degree in Library and Information Science **or** a Master's degree in a subject discipline **plus** a post-graduate Library and Information Science qualification.
- A minimum of 5 years relevant management experience in an academic or research library.
- Three years cataloguing experience working in an academic library.
- Supervisory experience preferred.
- High level of computer proficiency with regard to general and library applications.

### Skills

- Thorough knowledge of contemporary bibliographic-maintenance standards and practice, including the Anglo-American cataloguing rules, Dewey decimal classification, Library of Congress subject headings, OCLC/MARC records,
- Thorough knowledge of reference tools and procedures,
- Proficient in oral and written communication,
- knowledge of new developments, e.g. RFID, ETD, IR, OA, RDA, Dublin Core metadata standard, DSpace

Closing date for applications: 29 September 2017

Submit CV by hand to Ms Carmen Titus at B103 or e-mailed to carment@vut.ac.za. Tel: 016 950 9392

**Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.**