



External Vacancy

DIVISION: Academic and Research

DEPARTMENT: Library and Information Services

POST: Library Director (**Five - year performance based contract**)

POST N^o: 6010 PEROMNES LEVEL (05)

JOB DESCRIPTION:

The incumbent will be required to: {KPA'S}

- Develop and manage the execution of an operational plan for the Library, in line with the VUT strategy
- Draw up the Library budget to reflect the strategic direction of the Library
- Manage expenditure of budget, in line with the VUT financial policies and controls
- Maintain and seek improvement in library processes to ensure the appropriate business model for optimal service delivery
- Ensure effective and appropriate resourcing of the library according to the changing environment and requirements
- Procurement of appropriate information sources that meet the needs of the VUT community
- Appropriate staffing of the Library to ensure effective service delivery
- Source external funds for specific projects from external donors
- Market the Library externally to secure partnerships from industry, pursue a third stream income generation
- Represent the VUT Library on, and liaise with, external professional organisations
- Represent the Library at strategic/decision-making level internally within the VUT
- Monitor the external environment for trends that impact on service delivery and implement the necessary changes to reflect services excellence
- Ensure accessibility to information
- Track information technology trends to determine the strategic impact on the Library's service delivery model
- Ensure copyright compliance on behalf of the VUT

Application Criteria:

Qualification/Experience:

- Master's Degree in Library and Information Sciences
- Eight (8) years management experience in an academic library
- Knowledge and understanding of all library services and the latest trends in academic librarianship

Recommendations

- PhD in Library and information Sciences

Skills:

- Advanced ICT skills, ability to delegate, Networking, Integration of functions, Critical thinking, Financial analysis, Leadership, Problem solving, Co-ordination, Project management, Negotiation, Strategic thinking, Managerial, Interpersonal skills and Communication skills

Closing date for applications: 07 September 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to recruitment@vut.ac.za

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.