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| FACULTY: LIBRARY                 | DEPARTMENT: LIBRARY AND INFORMATION SERVICES        |
| POST: MANAGER TECHNICAL SERVICES | POST N <sup>o</sup> : 6017<br><br>PEROMNES GRADE: 6 |

**JOB DESCRIPTION:**

The VUT Library and Information Services is seeking the qualified and experienced Manager: Technical Services, to give leadership, guidance, and management to the technical services division, provide strategic direction, decision-making and implementation of collection development, cataloguing and the implementation of best technical platforms to ensure that all library resources are easily accessible to staff and students, oversee and also actively work on the day-to-day operations of the division and provide budget input, and management of the overall technical services budget.

**Key performance areas include but are not limited to:**

- Planning and offering strategic direction to the division and to the wider library.
- To oversee and ensure that all library resources for academic research and learning in all formats are available to staff and students in a manner that makes it easy to access them.
- To ensure that the collection offered at the VUT library is continuous relevant for the needs of research, learning and teaching.
- To give leadership to the different divisions and staff within the division.
- To oversee all human capital management within the division. This includes hiring, training, supervision, evaluating, disciplining, and supporting staff in the division to perform to the best of their abilities.
- Develop, review, and administer policies, procedures, and processes in support of the division.
- Evaluates existing collections to correct weaknesses and reinforce strengths. Inventories and weeds materials as needed or directed.
- Lead and support collection development for the VUT library.
- Maintain and improve automated library systems and the workflow within the library's technical services area. Ensure that all resources both electronic and physical are available and easily accessible.
- Manages and participates in the most complex configuration, maintenance and repair of applicable technologies and associated equipment.
- Maintains the strengthens vendor partnerships including library related contracts and negotiations of licences and subscription terms for collections of electronic resources.
- Keeps staff and the library as a whole informed of changes in cataloguing rules, changes to the collection, enhancements, updates and changes in the automated library system, new features and policy issues
- Collects and analyses a variety of complex data and information to understand collection usage and how best to develop the collection going forward.
- Participates in a variety of meetings both internally in the library and with external stakeholders.
- Maintain and develop the VUT's research publications research repository service.
- Provide expert advice to researchers on matters of repository permissions, publishers' policies, and the processing of material for the repository

- Maintain an understanding of developments in repositories and assist in the development of innovative solutions, processes and workflows.

Application Criteria:

**Qualifications and Experience:**

- Master's Degree (NQF9) or equivalent in Library Science, or Knowledge Management.
- Five years of job-related experience.
- Three years' experience managing a team of people
- **Deep understanding of DDC, OCLC, AACR2, RDA, MARC language, Library of Congress Subject Headings and descriptive cataloging.**
- Basic experience with Microsoft Office software including Access, Excel, Outlook and Word is required; intermediate to advanced skills preferred.
- Previous experience with an integrated library system (Sierra or ALMA preferred), including knowledge of its modules and features, is required.
- Advanced knowledge of the application of open access, digital repositories, research platforms, interoperability, bibliometrics, Altmetrics, open researcher tools, and other trends applied to facilitating open research/open science and scholarly communication

**Skills and Competencies:**

- Excellent interpersonal oral and written communication skills.
- Time management skills.
- Budgeting principals and financial administration skills.
- Leadership, organisational and supervisory skills; ability to effectively work as a leader and as part of a collaborative team.
- Procurement principles.
- Information and intellectual freedom ethics, copyright principles.
- Library science principles, practices, and technologies.
- Library cataloguing principles and practices.
- Integrated library systems and automated library database systems.
- Analytical thinking.
- Ability to meet deadlines, set priorities, collaborate, yet work independently.
- Strong ethical behaviour and commitment to ethical practices.
- Work well with a diverse range of colleagues from different cultural, language, academic and ethnic backgrounds.
- Commitment to staff development.
- Ability to work in an agile and continually changes environment

**CLOSING DATE FOR APPLICATIONS: 11 February 2025**

Applications should include:

1. A fully completed prescribed application form which can be obtained from [www.vut.ac.za](http://www.vut.ac.za)
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic qualifications
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to [recruitment3@vut.ac.za](mailto:recruitment3@vut.ac.za) and quote the post reference and post description in the subject line.

7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Angie Mabona Tel 016 950 9452/ email address: [angie@vut.ac.za](mailto:angie@vut.ac.za)

**Please Note: 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 submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.**

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

