Library and Information Services
Qwaqwa Campus
Assistant Director (post level 7)
Job ID: 1949

Duties and responsibilities:
- Provide shared leadership in the effective management of the Library and Information Services on the Qwaqwa Campus.
- Provide teaching and learning oriented Library and Information Services that will contribute towards academic success and lifelong learning of undergraduate students.
- Deliver library research and scholarly communications services to support researchers and postgraduate students in producing quality research / scholarly output.
- Build and manage library collections that meet the teaching, learning, and research, recreational and service needs of the UFS community.
- Responsible for financial and human resources management of the Library.

Inherent requirements:
- Relevant degree in B.Bibl, B.Inf, or any degree plus a Post Diploma in Library and Information Services.
- Five (5) years’ relevant experience.
- LIASA membership (please attach a certified copy of 2017 membership certificate).
- A valid driver’s licence.

Required Competencies:
- Knowledge in strategic leadership (leading the library by objectives through strategic planning, implementation and monitoring, environmental scanning and benchmarking, conducting customer satisfaction surveys, quality control).
- Partake in the development of Policies, Procedure Manuals, and Service Level Agreements.
- Human Resources management (Human resources planning, recruitment and appointment of competent staff, performance development and management, induction of new staff, supervision, succession planning and implementation).
- Effective, efficient, transparent and accountable financial and risk management.
- Knowledge of Labour Relations and Disciplinary Procedures.
- Report writing: ability to write monthly, quarterly and annual reports based on the implementation of the strategic plan.
- Working knowledge of the Library management system (currently using SIERRA).
• Computer literacy in Microsoft Office, Excel, Word and PowerPoint for conducting work related tasks.
• Working knowledge and management of all areas within the academic library.
• Delivery of excellent customer orientation service (Information Librarians` responsibilities- training, orientation of customers, conducting searches, playing a liaison role).
• Communication skills and the ability to function with ease in the University’s richly diverse working environment.

Assumption of duties:
As soon as possible.

Closing date:
16 June 2017.

Salary:
The salary scale is available on request. For any further enquiries, please feel free to contact 0587185096/7.

Fringe benefits:
(Subject to specific conditions): pension scheme, medical aid scheme, group life insurance, housing allowance, leave and sick leave, service bonus and study benefits.

General:
The University reserves the right not to fill the post. The University subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates from the designated groups, in accordance with the principles of the aforementioned act and the employee profile of the specific department/division.

Applications may only be submitted online. All applications must be accompanied by the following:
• a detailed curriculum vitae and cover letter;
• copies of qualifications (please provide the SAQA accreditation in the case of foreign qualifications);
• a copy of your identity document (ID).

Applications that are incomplete or sent by fax or e-mail will not be considered. Communication will be limited to shortlisted candidates only. Should you not be contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.

External candidates can click HERE to apply online.

UFS staff members can log onto PeopleSoft, click Self Service, Recruiting, and Careers to apply online.