



**Mangosuthu
University of Technology**

VISION

The vision of Mangosuthu University of Technology is to be a pre-eminent higher education institution of technology that fosters socio-economic advancement through the scholarships of teaching, applied research and community engagement.

MISSION

As a demonstration of the University's commitment to social redress, our mission is to provide advanced, technology-based programmes and services that are career- and business-oriented in the broad fields of engineering, natural and management sciences for the uplift of talented but predominantly disadvantaged individuals. By so doing, the University seeks to contribute to the creation of an equitable and prosperous Southern Africa in which individuals have the opportunity to achieve their full potential.

LIBRARY SERVICES

SENIOR LIBRARIAN: SYSTEMS AND TECHNICAL SERVICES (P7) – Ref: AL09

Key Performance Areas:

- Manages information technology and systems used in the library.
- Be responsible for the day-to-day operation, maintenance and data integrity of core library including library management and resource discovery systems.
- Be responsible for the development of these systems to improve library processes and services to users.
- Provide training and support to members of the library team in the use of core library systems to manage library workflows.
- Be responsible for the collection, collation and reporting of management information and statistics.
- Oversee the maintenance of an accurate library catalogue including setting standards for cataloguing and classification.
- Supervision of library technical functions and staff such as acquisitions, cataloguing, periodicals and e-resources.
- Be the liaison with ITN department and other external online service providers and be responsible for maintaining appropriate access routes for users.
- Planning and administering updates to the content and structure of the online library.

- Maintains current knowledge of the trends and issues in ICT related, e-learning and other research tool related developments.
- Maintain an awareness of current developments in relevant areas, including library systems administration.
- Develop relevant policies and procedures to ensure awareness and compliance in the institution with regulatory and legal issues relating to the provision of library services in higher education.
- Monitor all budgetary requirements for the unit including shortfalls and over expenditure.
- Advise the Senior Director on wastage and on current trends in this field.
- Be at the cutting edge of new relevant developments.
- Perform from time to time such other duties as may be consistent with the post.

Minimum Requirements:

- Honours degree in Library and Information Science.
- Five (5) years relevant experience with library ICT, preferably in an academic institution.
- Minimum of five (5) years' experience in acquisitions, cataloguing, e-resources, periodicals, library digitization and other library IT related areas.

Recommendations

- Computer literacy (MS Office Suite) and email/internet.
- Excellent knowledge of ILMS.
- Ability to perform troubleshooting, resolve software problems and communicate information to all library staff.
- Personal interest in the changes and trends with regards to systems and technologies such as e-resources, e-books, online databases and web developments.
- Flexibility and the willingness to adapt to changing priorities and projects.
- Excellent organizational skills and exceptional attention to detail and accuracy.
- Strong interpersonal and written communication skills.
- Ability to multitask and carry out different demanding responsibilities.
- Ability to function effectively both independently and as part of the team.
- Cooperation, teamwork and collaboration skills essential.

- Report writing skills.
- Market library services and products.
- Working knowledge and/or understanding of HTML and web standards and of scripting languages such as PHP and Javascript.
- Expert knowledge of one or more specialist library systems.
- High levels of IT literacy including Microsoft office Programmes (Word, Excel, Outlook).
- Knowledge of library metadata standards such as MARC21, AACR2 and RDA

Competencies:

- Good communication skills-written and verbal.
- Good training and presentation skills.
- Good interpersonal, liaison and marketing skills.
- Ability to demonstrate initiative and innovation and to complete projects effectively.
- Excellent communication skills including an ability to explain concepts, ideas and technologies to technical and non-technical colleagues.
- Ability to produce clear and concise written and oral reports.
- Awareness of developments in library services in higher education and developments in higher education more broadly.

Salary range: R447 897.00 – R592 149.00 (P7) basic salary per annum.

Benefits: 13th cheque, housing subsidy/allowance, pension, medical aid, group life, study grant

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications; and (e) names of three contactable referees to: Department of Human Resources and Development, Mangosuthu University of Technology, PO Box 12363, Jacobs, 4026 or via email: hr@mut.ac.za.

Enquiries: Tel: (031) 907 7328 / 7560 / 7565

Closing Date: 23 February 2018

“Mangosuthu University of Technology is committed to employment equity”