



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

LIBRARY AND INFORMATION SERVICES

Sefako Makgatho Health Sciences University (SMU) is a professional institution that offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the following position(s) is/are currently available:

Director: Library and Information Services (1 Post)

(5-year fixed-term contract appointment)

Ref: 105/2021/JSM/P5

The University seeks a dynamic and professional individual to provide strategic leadership in its Library Services through benchmarking, analysis and interpretation of relevant information needed for decision making purposes, and actively support the academic project of the University, including functions such as institutional research, Quality Assurance, surveys, impact studies, strategic planning, annual performance planning, programme reviews, accreditation and registration. He / She will report to the Deputy Vice Chancellor: Research, Postgraduate Studies, and Innovation and must meet the requirements and competencies and be responsible for the key performance areas below.

REQUIREMENTS

- A Master's degree in Library and Information Sciences or a related field is required
- At least eight years' experience in a Deputy Director or Senior Librarian role in an academic institution or a research organization
- Has demonstrated a track record of managing a portfolio within a large Library or running a unit of a reasonable size
- Proven experience in working with executive management
- Demonstrated knowledge and experience working with higher education policies/legislation related to the interrelationship of libraries in higher education
- Development of collaborative partnerships
- Demonstrated knowledge of data analysis Knowledge of the South African higher education system and policies and critical perspectives on current policy development and implementation
- Knowledge and understanding of a Library Management Systems (LMS)
- Knowledge and understanding of research methodology and principles
- Demonstrated ability to network and work with a wide range of different constituencies internally and externally
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS

Sunday Times, 6 Nov 2022

COMPETENCIES

- Technical/ professional knowledge and skills
- Excellent written, oral and electronic communication skills
- High level report writing and analytical skills
- Good presentation and facilitation skills
- People management, including performance management
- Building partnerships and relationships
- Strategic decision making and problem solving
- Aligning performance for success
- Client/Learner focus
- Facilitating change
- Continuous improvement

KEY PERFORMANCE AREAS

- Responsible for strategy development and execution, and in respect of library services, ensuring the effective implementation of the University's vision, mission, values and the development and execution of strategic objectives for the Library
- Actively support the Deputy Vice-Chancellors in the achievement of the objectives related to the academic project at SMU
- Actively liaise with academic staff, internal and external stakeholders, including other libraries
- Lead in producing high-value linkages, partnerships and collaborations with other institutions, organisations and communities, fostering and facilitating inter-institutional regional and national collaborations
- Promote greater collaboration in identified areas between the University and its communities in Ga-Rankuwa, Soshanguwe and the wider Gauteng/North-West region is effected
- Ensure policy and procedure development and execution to ensure the information services offered enhances the integrity and currency of the University's Programme and Qualification Mix
- Ensure proper processes followed for the approval of Library policies and procedures, and ensure that internal audit reviews are undertaken
- Promote healthy employee-student relations within the Library, and the speedy resolution of problems raised by School representatives and individual students
- Encourage proactive interaction with academic members of staff
- Develop a marketing and communication plan for library services, and implement and/or continuously enhance a Library Services webpage
- Develop and implement survey instruments to assess Library service delivery for continuous improvement
- Carry out effective operations management for optimal utilisation of resources (human, financial and infrastructural) to meet the short and long-term academic goals of SMU, and ensure that the necessary administrative and operational systems and processes are in place
- Prepare annual budgets and ensure budgets meet optimal stock levels required for the academic project at SMU
- Quality assurance and continuous improvement, as well as risk management
- Effectively manage the human resources in the department, including performance management and staff development
- Responsible for Safety, Health and Environmental Management, and ensure compliance with the SHE policies and procedures
- Undertake Monitoring, Evaluation and Reporting, and research, implement best practices and develop relevant reports, as and when required
- Contribute to the overall development of SMU, and actively improve institutional culture

- Any other responsibilities as assigned by the Line Manager

Closing date: 25 November 2022

Applications from employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr JS Mahlaola**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 by e-mail at hr.recruitment3@smu.ac.za

The applications must be posted OR hand delivered to (place in an application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3906.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.