



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

LIBRARY AND INFORMATION SERVICES

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

Manager: Library and Information Services (1 post)

Ref: 6/2024/JSM/P7

The University is looking for a vibrant individual who will be required to assist the Director in the implementation of LIS strategies and goals related to library operations in the Department of Library and Information Services (LIS). The incumbent reports to the Director, Library and Information Services and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

REQUIREMENTS

- An Honours Degree in Library and information Sciences or relevant equivalent qualification
- A Master's degree in library and information sciences will be an added advantage
- At least twelve (12) years' working experience as a Librarian and five (5) years should be in library management or a supervisory level in an academic or research institution
- Demonstrated track record of managing a portfolio within a large library or running a unit of a reasonable size
- Understands the operations and affairs of an academic library environment
- Develop and implement survey instruments to assess library service delivery for continuous improvement
- Ability to think strategically and operationalize strategy into plans and projects
- Ability to mobilize and inspire others towards a shared goal
- 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 and Internet

COMPETENCIES

- Technical/professional knowledge and skill
- Quality commitment
- Good planning & organizing skills.
- Good interpersonal and relationship building skills.
- Good Communication skills (written and verbal)
- Adaptability
- Contributing to team success
- Client/student service oriented
- Continuous learning
- Safety awareness
- Ability to maintain strict confidentiality.
- Problem solving skills.
- Time management skills

KEY PERFORMANCE AREAS

- Actively support the Director in the achievement of the LIS strategy and objectives
- Assist the Director in the development of new and updating LIS policies and procedures
- Support the Director in carrying out effective operations management for optimal utilization 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
- Quality Assurance and Risk management for continuous improvement
- 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 duties assigned by the LIS Director

Closing date: 17 March 2024

Applications from the employment agencies will not be considered.

Typed applications (quoting the reference number) which should contain 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 or by e-mail at hr.recruitment3@smu.ac.za

The applications may also 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 any appointment.