



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
DEPARTMENT
OF 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

Librarian: Research and Scholarly Communication (1 post)

Ref: 7/2024/JSM/P8

The University is looking for a vibrant individual who will be required to provide support to all research and scholarly communication initiatives in the Department of Library and Information Services. The incumbent reports to the Senior Librarian, Research and Scholarly Communication and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

REQUIREMENTS

- Bachelor Degree in Library and Information Sciences or an equivalent qualification on at least NQF level 7
- An Honours Degree in Library and Information Science will be an added advantage
- At least five (5) years working experience as a Librarian in a Higher Education institution or Research environment
- At least three (3) years' experience in research support services including Research Data Management (RDM)
- Demonstrable understanding of IT applications and electronic library and information services tools applied in a research environment
- 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

- Provision of Research services and client engagement
- Enhance library research support services
- Provide Research Data Management (RDM) support to LIS clients
- Identify strategies to acquire and manage research data sets
- Assist with research impact measurement
- Train clients on new products
- Train library staff as required
- Partner with Schools and researchers for increased awareness of research resources, services, and emerging library technologies
- Participate in new policy development and the update of existing policies and procedures
- Keep abreast of latest developments in own discipline and needs of the institution
- Develop relevant reports as and when required
- Take responsibility for Student Assistants induction in the section
- Contribute to quality assurance through attendance of appropriate committee meetings including capturing of minutes and writing reports pertaining to these meetings
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Line Manager

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.

Sunday Times, 25 Feb 2024

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.