



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:

Senior Librarian: Information, Teaching and Learning Services (1 post)

Ref: 102/2025/RM/P7

The incumbent will be responsible to provide guidance and leadership in the Library, Teaching and Learning Services section of the Library. Take responsibility for managing, planning, organizing, leading, and reviewing of operational activities within the section. Contribute to the development of library and information services strategic objectives and the implementation thereof. Foster relationships with the SMU academic community and other stakeholders. The incumbent will report to the Manager: Library and Information Services and must meet the requirements and competencies as indicated and be responsible for the key performance areas below.

REQUIREMENTS

- Masters degree in library and information sciences
- Five (5) years' experience in a librarian role in an academic institution or research organization
- Five (5) years' experience in supervision of staff
- Understanding of operations in an academic library environment
- Demonstrable experience in academic Information Literacy Training
- Demonstrable understanding of IT applications and electronic library and information services tools applied in a research environment.
- Library and Information Association of South Africa (LIASA) membership
- Must be computer literate (MS Word, Excel, Power Point, Access, Internet, Outlook, ITS System)

COMPETENCIES

- Technical/ professional knowledge and skill
- Good writing, communication and presentation skills
- Good planning and organisation skills

- Good interpersonal skills
- Good problem-solving skills
- Good Interpersonal and relationship building skills
- Client service orientation
- Ability to uphold strict confidentiality
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Ensure the effective implementation of the University's vision, mission and values
- Actively support the Director: Library and Information Services in the achievement of the Library and Information Services strategic objectives
- Provide input for Library and Information Services strategy development
- Development, Implementation and assessment of the library's program curricula for information and digital literacies.
- Implement strategic objectives for portfolios reporting to the position.
- Plan the section's outreach projects, current awareness programmes i.e. Open day, Library Week
- Manage record keeping of malfunctions for preventative action, updating, replacement and enhancement of systems.
- Prepare budget estimates for the Information, Teaching and Learning section and communicate to the Director.
- Update Library rules and regulations for publication
- Identifying tools for the assessment of collections and identifying gaps
- Schedule and chair monthly section meetings
- Prepare monthly reports for the Director
- Participate and contribute to internal and external liaison with partners, links, vendors and other Libraries
- Facilitate academic liaison between Library, Teaching and Learning and schools/departments through regular visits
- Maintain communication with academic staff to ensure that they are kept current with new developments, opportunities and services
- Assist in identifying health, safety and security risks
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other function as may be assigned by Manager: Library and Information Services and/or Director: Library and Information Services

Closing Date: 21 November 2025

Applications from 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 TR Moletsane**, by e-mail at hr.recruitment4@smu.ac.za

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) 521-4433.

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.