



Biblioteek- en Inligtingsdiens

Direkteur: Kliëntediens & Menslike Hulpbronne-administrasie (Verw. BIB/281/1011)

Die US Biblioteek- en Inligtingsdiens bestaan uit die JS Gericke Biblioteek, die sentrale biblioteek, en vyf takbiblioteke asook 'n aantal departementele versamelings, en streef daarna om op nasionale sowel as internasionale vlak, 'n dinamiese leier binne die akademiese biblioteekomgewing te wees. Ten einde dit te bereik, moet 'n wye spektrum van kliëntgesentreerde dienste gelewer word en vaardige en gemotiveerde personeel, asook wêreldklas tegnologiese fasiliteite en relevante bronne beskikbaar wees. Voorts moet uitnemende versamelings, wat aan die behoeftes van die Universiteit voldoen, in alle beskikbare formate ontwikkel word en die Afdeling se sigbaarheid moet ook verhoog word deur kliënte bewus te maak van dienste, vir die beter benutting daarvan.

Pligte: Aanvaarding van oorhoofse verantwoordelikheid vir leiding, bestuur en ontwikkeling ten opsigte van agt kliëntediens-afdelings (vyf takbiblioteke en bronverskaffing, inligtingsdiens en die Leersentrum in die JS Gericke Biblioteek) asook inligtingsgeletterdheids- en e-leerontwikkeling by die Biblioteek- en Inligtingsdiens • die effektiewe bestuur van die strategieë van die Biblioteek- en Inligtingsdiens ten opsigte van inligtingvoorsiening, inligtingsgeletterdheids- en e-leerontwikkeling asook ander kliëntediens • beplanning en organisering van die kliëntediens-afdelings asook inligtingsgeletterdheid en e-leer • strategiese beplanning en ontwikkeling vir die Biblioteek- en Inligtingsdiens in die geheel, asook spesifiek vir die areas van verantwoordelikheid (as lid van die senior bestuurspan en in lyn met die doelstellings van die Universiteit en die Biblioteek- en Inligtingsdiens) • kwaliteitsversekering en -evaluering • kommunikasie en skakeling met relevante rolspelers op kampus en elders • algemene bestuursfunksies ten opsigte van areas van verantwoordelikheid, onder meer menslike hulpbronnbestuur en projekbestuur • aanvaarding van oorhoofse verantwoordelikheid vir 'n verskeidenheid take aangaande menslike hulpbronnbestuur, ontwikkeling en administrasie vir die Biblioteek- en Inligtingsdiens in geheel (in samewerking met die Senior Direkteur).

Vereistes: 'n Toepaslike gevorderde nagraadse kwalifikasie in Biblioteek- en Inligtingkunde (of gelykwaardig) • 'n minimum van agt jaar ervaring op middelvlakbestuur, verkieslik in 'n inligtingsdiens- of navorsingsteunomgewing van 'n akademiese biblioteek • gevorderde kennis van die behoeftes van die akademiese gemeenskap ten opsigte van inligtingsdiens, navorsingsondersteuning en ander kliëntediens • bewese vermoë tot dinamiese leiding ten opsigte van voortgesette waardetoevoeging tot die veranderende kliëntebehoefte van die akademiese gemeenskap • goeie kennis van inligtingsgeletterdheidsontwikkeling en e-leer in die akademiese sektor • hoëvlak rekenaarvaardigheid ten opsigte van algemene en biblioteektoepassings • strategiese beplanningsvaardighede • grondige kennis van menslike hulpbronnbestuur • die vermoë om op senior bestuursvlak te kan funksioneer • die vermoë om effektief in spanverband te kan werk • uitstekende interpersoonlike vaardighede • gevorderde bestuurskundigheid • uitstekende mondelinge en geskrewe kommunikasievaardighede in sowel Afrikaans as Engels.

Aanbevelings: Blootstelling aan en kennis van nuwe tendense in biblioteek- en inligtingsdiens wêreld • kennis en insig ten opsigte van tendense binne die Hoër Onderwysomgewing in Suid-Afrika • ervaring van die suksesvolle implementering en bestuur van projekte binne 'n organisasie.

Diensaanvaarding: 1 Februarie 2012 of so gou doenlik daarna

Sluitingsdatum: 17 November 2011

Navrae rakende hierdie pos: Me. E.R. Tise by 021 808 4880

Navrae rakende vergoeding en voordele: Menslike Hulpbronne-kliëntedienssentrum by 021 808 2753

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Die Universiteit hanteer alle aansoeke in terme van sy Diensbillikheidsplan wat erkenning verleen aan die behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese groepe.

Die Universiteit behou die reg voor om nie 'n aanstelling te maak nie.

U aansoek moet vergesel wees van 'n volledige curriculum vitae (insluitend die name en kontakbesonderhede van ten minste twee referente), en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

Doen aanlyn aansoek by <http://www.sun.ac.za/vakatures>

Kandidate kan moontlik aan gepaste psigometriese toetsing en ander keuringsinstrumente onderwerp word.

Indien u nie binne vier weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.

English below



Library and Information Service

Director: Client Services & Human Resources Administration (Ref. BIB/281/1011)

The SU Library and Information Service consists of the JS Gericke Library, the central library, plus five branch libraries, as well as a few departmental collections, and strives to be a dynamic leader in the academic library environment, both nationally and internationally. In order to achieve this, it is imperative that a wide spectrum of client-centred services is rendered and that skilled and motivated staff as well as world-class technological facilities and relevant resources are available. Furthermore, excellent collections, that meet the needs of the University, must be developed in all the available formats and the visibility of the Division must be increased, by making clients aware of the services, for the improved utilisation thereof.

Duties: Assuming overall responsibility for leading, managing and developing eight client services divisions (five branch libraries and document delivery, information services and the Learning Commons in the JS Gericke Library) as well as information literacy and e-learning development at the Library and Information Service • effective management of the Library and Information Service's strategies relating to the provision of information, information literacy and e-learning development as well as other client services • planning and organising the client services divisions as well as information literacy and e-learning • performing strategic planning and development for the Library and Information Service in general and specifically for the areas of responsibility (as a member of senior management and in line with the objectives of the University and those of the Library and Information Service) • quality assurance and evaluation • communicating and liaising with relevant role players on campus and elsewhere • general management functions relating to areas of responsibility, such as human resources management and project management • assuming overall responsibility for a number of tasks relating to human resources management, development and administration for the Library and Information Service as a whole (in collaboration with the Senior Director).

Requirements: An advanced relevant postgraduate qualification in Library and Information Science (or equivalent) • a minimum of eight years' experience at middle-management level, preferably in an information services or research support division of an academic library • advanced knowledge of the needs of the academic community with regard to information services, research support and other client services • demonstrated ability to provide dynamic leadership in terms of continuous value-adding to the changing client needs of the academic community • sound knowledge of information literacy development and e-learning in the academic sector • high-level computer proficiency with regard to general and library applications • strategic planning skills • sound knowledge of human resources management • ability to function at senior management level • ability to work effectively in a team context • excellent interpersonal skills • advanced management proficiency • excellent oral and written communication skills in both English and Afrikaans.

Recommendations: Exposure to and knowledge of new trends in library and information services worldwide • knowledge and understanding of trends within the Higher Education Sector in South Africa • experience with the successful implementation and management of projects within an organisation.

Commencement of duties: 1 February 2012 or as soon as possible thereafter

Closing date: 17 November 2011

Enquiries regarding this position: Ms E.R. Tise on 021 808 4880

Enquiries regarding remuneration and benefits: Human Resources Client Service Centre on 021 808 2753

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The University will consider all applications in terms of its Employment Equity Plan, which acknowledges the need to diversify the demographic composition of the staff corps, especially with regard to the appointment of suitable candidates from the designated groups.

The University reserves the right not to make an appointment.

Your application, comprising a comprehensive curriculum vitae (including the names and contact details of at least two referees), must reach the University before or on the closing date of the advertised post.

Apply online at <http://www.sun.ac.za/vacancies>

Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Should no feedback be received from the University within four weeks of the closing date, kindly accept that your application did not succeed.
