



## JOB DESCRIPTION

### (REFER JOB EVALUATION POLICY HRG/47)

NB:

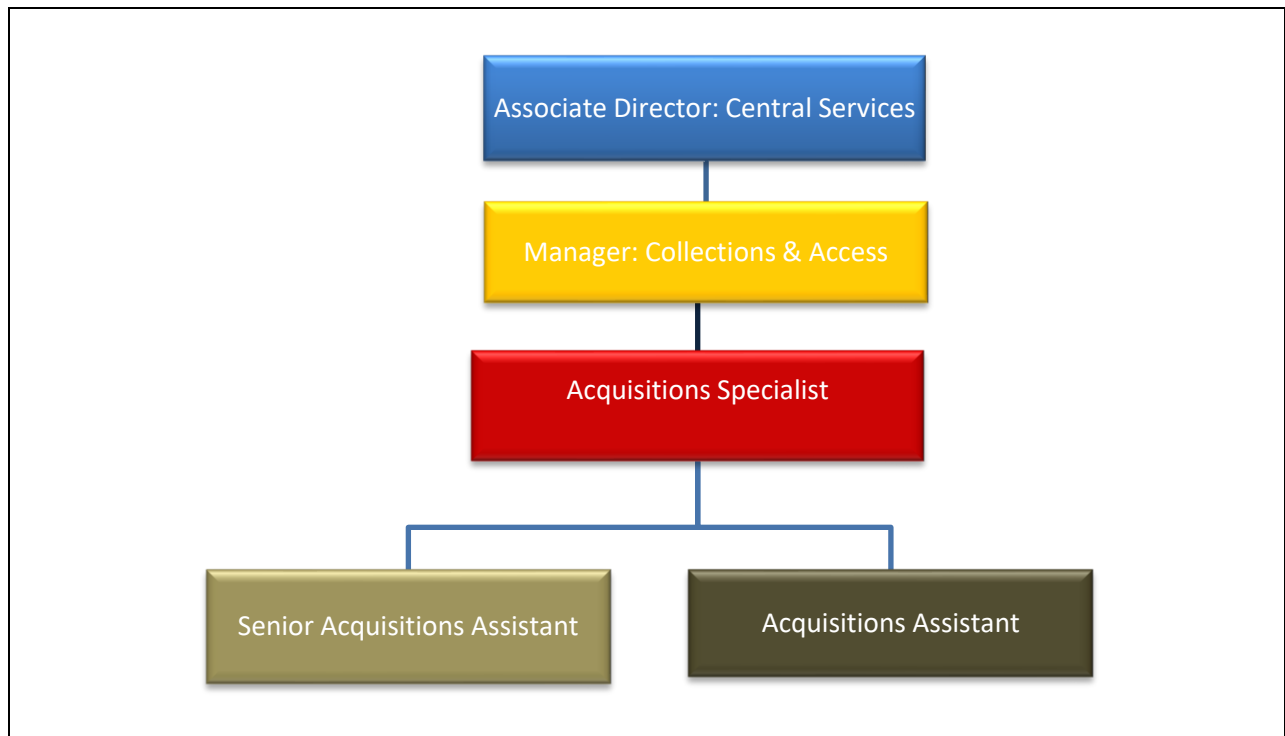
- To be completed in conjunction with Form 1 – Request for Job Evaluation and Grading (See HRG/47).
- Please also ensure that the Appendix – Part 7 – Authority is signed in accordance with the Guidelines.
- Please read the Guidelines for Compiling a Job Description before completing this form.
- This job description is subject to change depending on operational, financial, strategic and other needs of the University.
- Existing jobs will only be re-evaluated if there are significant changes of a long term nature from date of last evaluation.
- The duties listed herein are NOT intended to be an exhaustive list and the incumbent is expected to perform other related duties incidental to the work described in this document.

### 1. POSITION DETAILS

Position/Job Title ( <i>current title e.g. Business Manager</i> )	Acquisitions Specialist			
Status of Post ( <i>tick</i> )	New Post		Re-evaluation	X
Job Grade ( <i>current grade</i> )	LB08			
Faculty /Division	DVC: Research & Innovation			
School/Department	University of the Witwatersrand Libraries			
Nature of Post	Permanent	X	Temporary	
	Support	X	Academic Related	
Percentage Appointment e.g. 100%	100%	X	Other (Specify)	
Date of Compilation	25 May 2021			
Direct Line Manager(Post Title)	Manager: Collections and Access Manager			
Direct Subordinates (List post titles)	Senior Acquisitions Assistant (LB 11) Acquisitions Assistant (LB12)			
<b>FOR OFFICE USE</b>				
Position/Job Title(after evaluation)				
Date of 1 <sup>st</sup> grading and result				
Date of 2 <sup>nd</sup> grading and result				
Date of 3 <sup>rd</sup> grading and result				

## 2. ORGANOGRAM

- The organogram **MUST** be completed in order for job evaluation to proceed
- The organogram must show the reporting lines of authority for this post.
- Complete the organogram in a way that shows the line manager, the peers and the staff that report to this post.
- Show up to a maximum of 4 hierarchical levels. Highlight or shade the reporting line applicable to the incumbent.



## 3. MAIN PURPOSE OF THE POST

The main purpose of this position/job is:

- Acquisition of material for the university libraries.
- To acquire material as quickly as possible
- To maintain a high level of accuracy in all work procedures
- To keep work processes simple in order to achieve the lowest possible unit cost
- To develop close, friendly working relationships with other library units and vendors
- To ensure that these steps are taken: Request processing; Verification; Ordering; Reporting (fiscal management); and Receiving orders

#### 4. MINIMUM /ESSENTIAL REQUIREMENTS

Required Academic Qualification/s	NQF(if applicable)
B.Bibl or B.A. and post-graduate library qualification.	7-8
Required Years of Work Related Experience	Minimum of 3 years: professional experience with acquisitions and collection development in an academic or research library

#### 5. DESIRABLE REQUIREMENTS

Academic Qualification/s	NQF(if applicable)
Accounting qualification is an added advantage.	
B.Bibl plus MLIS	
Years of Work Related Experience	
Competencies(Knowledge, Skills and Behaviors)	
<p>Commitment to providing service excellence.</p> <p>Computer literate with excellent communication, interpersonal and people management skills.</p> <p>Financial acumen and extensive professional library knowledge.</p> <p>Responsible and methodical.</p> <p>Adaptable and reliable.</p> <p>Attention to detail and accuracy.</p> <p>Shows initiative.</p> <p>Team work.</p>	

## 6. JOB CONTENT

KEY PERFORMANCE AREAS (LIST UP TO 6 IN ORDER OF IMPORTANCE)	ACTIVITIES / OBJECTIVES / TASKS	% OF TIME SPENT	INDICATORS/RESULTS / OUTCOMES	ESSENTIAL COMPETENCIES (KNOWLEDGE, SKILLS, BEHAVIOURS)	
					Proficiency (see key attached)
1) Collection development and maintenance	<ul style="list-style-type: none"> <li>• Receives order requests from Library Managers, verify prices on booksellers' databases, and sends the orders via EDI / FTP (Electronic Data Interchange / File Transfer Protocols).</li>   <li>• Orders electronic material and ensures that the license agreements are signed and that the annual platform/maintenance fees are managed.</li>   <li>• Monitors collection using system-generated statistics and makes suggestions accordingly.</li>   <li>• Advises Library Managers of new publications.</li> </ul>	35%	<ul style="list-style-type: none"> <li>• Material is ordered in time and at the best price.</li>   <li>• The entire process of ordering, supply and technical processing is speeded up by ordering electronically.</li>   <li>• A core collection of eBooks is purchased, in line with the trend to move from print to electronic formats.</li> <li>• Packages and other supplier agreements are handled in the most cost-effective way.</li>   <li>• Library Managers are kept informed of the latest publications.</li> </ul> <p style="text-align: center;">The most relevant</p>	<ul style="list-style-type: none"> <li>• Knowledge of electronic data interchange and EDI/FTP ordering. Constant liaison with booksellers.</li>   <li>• Knowledge of various eBook platforms, license agreements and platform fees.</li>   <li>• Planning and organising</li>   <li>• Attention to detail and accuracy</li> </ul>	

	<ul style="list-style-type: none"> <li>Notes and remedies gaps in the collection when there is additional money.</li> </ul>		material is purchased for the library.		
2) Financial Controls	<ul style="list-style-type: none"> <li>Controls and allocates an annual book budget.</li> <li>Provides the annual Fiscal close report- working in collaboration with the Library Systems Specialist</li> <li>Generates Library Management System (LMS) ordering report daily to check the accuracy of orders placed</li> <li>Inspects the LMS /University Financial Management system (Oracle) integration report – daily</li> <li>Checks all library invoices on Oracle on all payment stages and advises Library finance to follow up should there be a need.</li> </ul> <p>Provides Library Management</p>	35%	<ul style="list-style-type: none"> <li>Schools' budget allocations are monitored, overspending is prevented and underspending is avoided.</li> <li>Material is ordered timeously, and outstanding orders are kept to a minimum so as not to impact the following year's budget.</li> <li>Collections and Access budget allocations and expenditure is correctly reported per line item.</li> <li>Ordering errors are corrected before the system integrates.</li> <li>Finance is alerted to integration errors timeously.</li> <li>Invoices are processed timeously</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of financial information and its implications for budget forecasting.</li> <li>Knowledge of SIERRA</li> <li>Knowledge of LMS create list function</li> <li>Attention to detail</li> <li>Knowledge of University Financial Management system ( i-pro and AP modules)</li> </ul>	

	<p>with monthly reports of expenditure and encumbrances by faculty and school.</p> <ul style="list-style-type: none"> <li>• Attends monthly Collections and Access meetings to discuss the budget, book expenditure and any other issues related to the budget.</li> <li>• Resolves complicated invoices and delivery queries.</li> </ul> <p>Investigates the non-payment of invoices by the University's Finance Department.</p> <ul style="list-style-type: none"> <li>• Negotiates special prices and discounts with booksellers.</li> </ul>		<ul style="list-style-type: none"> <li>• Library Management is able to provide the faculties with the appropriate information.</li> <li>• Library Managers are kept informed of the expenditure and free balances in their faculties and schools, as well as any other issues relating to the orders.</li> <li>• Booksellers are not constantly requesting that outstanding invoices are paid.</li> <li>• Judicious spending results in good budgeting and the purchase of more books.</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail and accuracy.</li> <li>• Knowledge of Microsoft Word and Excel.</li> <li>• Knowledge of the Acquisitions Module of the LMS.</li> <li>• Problem analysis and problem solving.</li> <li>• Knowledge of booksellers' databases and special discounts and prices.</li> </ul>	
3) System maintenance and quality control	<ul style="list-style-type: none"> <li>• Implements new system developments and changes on instructions from the Manager:</li> </ul>	10%	<ul style="list-style-type: none"> <li>• The Acquisitions module of LMS works optimally.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the LMS, particularly the</li> </ul>	

	<p>Library Systems and Technologies.</p> <ul style="list-style-type: none"> <li>• Trains staff on new procedures, new system releases and fund codes.</li> <li>• Performs regular quality control checks to ensure the accuracy of order data.</li> <li>• Receives order reports from the booksellers and updates orders with the relevant order status information. (move to KPA 1)</li> </ul>		<ul style="list-style-type: none"> <li>• Staff are adequately supervised to ensure efficiency and effectiveness.</li> <li>• Academics are able to see the order status and can make a decision as to whether the order should be cancelled or prioritised, when funds are running low.</li> <li>• Order information is current and relevant.</li> </ul>	<p>Acquisitions Module.</p> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.</li> <li>• Knowledge of the Acquisitions Ordering system.</li> <li>• Good administration skills.</li> </ul>	
4) Liaison with suppliers and Library Managers	<ul style="list-style-type: none"> <li>• Sets up regular meetings with suppliers/booksellers to: <ul style="list-style-type: none"> <li>○ register complaints</li> <li>○ discuss the acceptability of service levels</li> <li>○ negotiate discounts</li> </ul> </li> <li>• Monitors outstanding orders and sends lists of outstanding orders to booksellers on a regular basis.</li> <li>• Corresponds with Library Managers regarding orders and follows up with booksellers.</li> </ul>	10%	<ul style="list-style-type: none"> <li>• Booksellers are paid timeously and are willing to give good discounts and, if need be, improve their performance.</li> <li>• Library Managers are kept informed of their school's expenditure, encumbrances and free balances.</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills – verbal and written.</li> <li>• Customer service orientation.</li> </ul>	

	Notifies Library Managers of book budget balances.				
6) Departmental office maintenance and administration	<ul style="list-style-type: none"> <li>• Compiles monthly reports.</li> <li>• Ensures that the department is adequately equipped and resourced.</li> <li>• Attends Section Heads and quarterly departmental meetings.</li> <li>• Provides financial reports when required.</li> <li>• Provides annual order status report</li> <li>• Supervises subordinates and provides training and orientation to new staff.</li> <li>• Establish work procedures and schedules and keeps track of the daily work of subordinates.</li> </ul>	5%	<ul style="list-style-type: none"> <li>• Library management receive timeous reports, and information/data is up-to-date.</li> <li>• The department functions effectively.</li> <li>• Staff are informed in good time, and leave is administered.</li> <li>• Communication channels are effectively maintained, and tasks are prioritised.</li> <li>• Library Managers are kept informed of their budget status.</li> <li>• Library Managers are informed of the status of their annual order.</li> <li>• Office staff adequately supervised to ensure efficiency and effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail.</li> <li>• Organisational skills.</li> <li>• Good communication skills.</li> <li>• Teamwork.</li> <li>• Customer service orientation.</li> <li>• Knowledge of LMS and customer service orientation</li> </ul> <p>Planning and organising and teamwork.</p>	





<p>6) Professional Development</p>	<ul style="list-style-type: none"> <li>• Attends and participates in multidisciplinary conferences (educational, subject specific and LIS conferences)</li> <li>• Keeps abreast of trends in higher education, librarianship and information science and relevant development in IT, learning technologies and teaching practice.</li> <li>• Actively participates in professional societies and related bodies</li> <li>• Networks and participates in professional groups with peers from other institutions to keep abreast with library related innovations</li> <li>• Participates in internal organized knowledge and skills sharing workshops.</li> <li>• Arranges with other library branches managers for staff to learn other skills in consultation with the Library Manager</li> <li>• Performs any additional duties as assigned such as participation on teams, special projects, etc.</li> <li>•</li> </ul>	<p>5%</p>	<ul style="list-style-type: none"> <li>• Technological development and changes</li> <li>• Higher morale</li> <li>• Service innovations</li> <li>• Performance review results</li> <li>• Employee retention &amp; turnover statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Inclusive and diversity skills</li> <li>• Motivational and flexibility skills</li> <li>• Innovative skills</li> <li>• Interpersonal skills</li> </ul>	
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		100%			

7. AUTHORITY

**NB: For job evaluation to proceed, the University Grading Committee requires authorization as per the Policy and therefore the completion of this Appendix.**

(Once signed this page could be scanned in “pdf” format for signature protection and submitted as a separate document together with Forms 1 and 2.)

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Incumbent	Mahlatse E. Tema		011 717 1920	01/07/2023
Line Manager	Chiratidzo N. Chatikobo		011 717 1906	01/07/2023
HR Manager				
JE Officer				

NOTES:

1. Completed document to be sent to relevant HR Manager for review. Once approved all parties sign final document
2. Incumbent and line manager to retain copy of signed document. Original to be submitted to relevant HR Manager.
3. Before completing this form please refer to:
  - a. Job Evaluation Policy HRG /47
  - b. Guidelines for Compiling Job Descriptions
  - c. Competency Dictionary
  - d. Guide to identifying competencies

## **PROFICIENCY KEY (for information)**

For each competency there are four possible levels of proficiency thus the competencies can be applied to all levels of appointment in the University. The indicators or behaviours listed in this document are generally in ascending order (basic to expert) of level of proficiency.

<b>Required Level of Proficiency</b>		
Basic/Limited	1	Requires limited functional/technical understanding, knowledge and skills. Generally uses the competency under supervision.
Solid	2	Requires technical/functional knowledge and skills; requires the selection and application of relevant methodology and technology to support operational efficiency; requires the application of appropriate technical or functional processes and standards.
Professional/Extensive	3	Detailed knowledge. Requires expertise in a technical or functional area; requires the ability to introduce or champion new systems, processes, methodologies or technologies within the environment; requires the ability to develop concepts and resolve problems.
Expert/Specialist	4	Extensive, substantial expertise and applied knowledge. Requires leadership in technical or functional trends; requires the ability to train/coach in this area; requires the ability to create long term vision; requires the ability to anticipate future technical or functional competency needs and trends.