

## **UNIVERSITY OF THE WITWATERSRAND (WITS), JOHANNESBURG**

### **POSITION: ASSOCIATE DIRECTOR: Information Resources, Access and Operations**

As a research-intensive university, we are in the process of re-conceptualizing libraries to align with our needs in the 21st century. We are seeking to appoint a suitably qualified, experienced and innovative person for the position of Associate Director to formulate and execute the plans of the Directorate that includes Technical Services (Acquisitions, Cataloguing, Library Systems and Resources), Collection Management; Access and Interlibrary Loans and Bindery in line with the Wits Strategy and the academic project

#### **Qualifications and Required Skills:**

- Master's degree in LIS and registration with LIASA as a professional body. A minimum 10 years relevant academic or research library work experience as well as a minimum of 5 years in a senior management role

#### **OR**

- Relevant Doctoral degree and registration with LIASA as a professional body. A minimum 8 years relevant academic or research library work experience as well as a minimum of 5 years in a senior management role

The person in this post reports to the University Librarian

#### **Skills:**

- Leadership and decision making
- Creativity and conceptualising - thinks broadly and strategically
- Adaptability
- Supportive and co-operative
- Communication and networking skills
- Enterprising skills
- Organisational and executing skills
- Analytical and interpreting skills
- Liaison skills – with all professional and support departments as well as internal and external stakeholders

#### **Technical Competencies**

- Technologically savvy
- Corporate governance
- Department of Higher Education and Training (DHET) regulations and other relevant legislation
- Management principles, methodologies and tools
- Problem solving and root cause identification skills
- Acute business acumen and understanding of organizational issues and challenges

- Project management approaches, tools and phases of the project lifecycle
- Policy development and implementation
- Knowledge and understanding of the Library business (including library systems)

**Responsibilities:**

- Strategic direction and alignment
- Developing and executing an operational plan and KPI's in support of the departmental strategy and the institution's overall vision and strategy
- Identify new business opportunities for accessing information resources using up to date information
- Driving and directing the development of the directorate's operational plans and objectives in line with departmental strategy, plans and objectives and in accordance with relevant legislation
- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective
- Provide vision and direction to the development, implementation and management of strategic Library initiatives, resources, services, policies and procedures in supporting and enhancing University research output
- Lead the enhancement of research collections and develops new strategies that will identify new, innovative and productive partnerships and collaborations
- Develop and manage the Information Resources budget
- Forecasting, budgeting and financial management, which includes managing the Directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Wits
- Ensuring and monitoring that all staff in the directorate are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied
- Ensuring a high performance culture in the directorate
- Governance and reporting

**Available:** as soon as possible

**Closing date:** 15<sup>th</sup> February 2023

**To apply:**

Register your profile at <https://irec.wits.ac.za> and submit your application using reference number IRC92783. Please ensure that you include a covering letter, detailed CV with names, addresses, contact numbers and e-mail addresses of 3 contactable referees

*By submitting an application for this post the Applicant acknowledges that their personal information will be processed by the University. The Applicant, by their conduct in proceeding with an application for this position, gives their consent to the processing of their personal information as required by the University's Recruitment, Selection and Appointment Policy. Such processing includes logging their information on the University's recruitment systems and disclosing their personal information to University employees identified to take part in the selection and recruitment process. The Applicant consents to any further processing of their personal information as may be required for relevant*

*verification and reference check purposes. The confidentiality of the Applicant's personal information will be maintained.*

*The University is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the relevant employment equity plans and policies of the University. The University retains the right not to make an appointment and to verify all information provided by candidates.*

*Please note that correspondence will only be entered into with shortlisted candidates. The University reserves the right not to make an appointment or to re-advertise.*