

POSITION: SENIOR ACQUISITIONS LIBRARIAN

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 Senior Acquisitions Librarian to acquire material for the university libraries in support of the university's core mission of research, teaching and learning. The incumbent will be responsible for the control and monitoring of the annual book budget.

Qualifications and Required Skills:

- Bibl, BInf degree OR Bachelor's Degree plus Postgraduate Diploma in LIS qualification and a minimum of 5 years relevant acquisitions experience in a research or academic library

OR

- Honours degree in LIS and 3 years relevant acquisitions experience in a research or academic library

Skills:

- Service excellence
- Computer literacy
- Communication, interpersonal and people management skills
- Financial acumen and extensive
- Methodical
- Adaptable
- Attention to detail and accuracy
- Initiative
- Team work

Knowledge:

- Professional library knowledge
- Oracle GL Inquiry and Online uploading of new vendors
- Electronic data interchange and EDI/ftp ordering
- Various platforms, access options, license agreements and purchasing model
- Cataloguing

Recommendation:

It is highly recommended that interested candidates be registered members of the professional body: Library and Information Association of South Africa (LIASA)

The person in this post reports to the Manager: Information Resources

Responsibilities:

- Receives online order requests from senior librarians
- Orders books, media and electronic material and ensures that the license agreements are signed and that the annual platform/maintenance fees are monitored and managed
- Controls and allocates an annual book budget by applying knowledge of the University's financial system
- Maintains and monitors all funds and book budgets and sub-allocates appropriate funds to the Schools
- Resolves challenging queries relating to invoices, duplicates and credit notes
- Negotiates prices with booksellers for eBook packages and platform fees
- Implements new system developments and changes on instructions from the Library Systems Manager
- Trains staff on new procedures, new system releases, fund codes and online ordering
- Liaison with suppliers and academics
- Collection development and maintenance using system-generated statistics
- Supervision and training of staff
- Departmental office maintenance and administration

Available: as soon as possible

Closing date: 4th November 2022

To apply:

Register your profile at <https://irec.wits.ac.za> and submit your application. 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.

