



LIBRARY MANAGER (Permanent)

GSB Library GRADUATE SCHOOL OF BUSINESS

The Graduate School of Business at UCT is seeking to appoint a candidate to the post of Library Manager, as soon as possible. The successful applicant will be responsible for the management of the GSB Library.

Requirements:

- A relevant library degree at NQF level 8
- Ten years' academic library experience
- Proven management experience
- Proven experience in supervision of staff
- A good working knowledge of library and information resources and systems
- Presentation and training skills
- Sound interpersonal skills and client service orientation
- A high level of computer literacy
- Research and analytical skills
- Planning and organising skills
- Ability to work both independently and as part of a team
- Good written and verbal communication skills
- Ability to work under pressure, show initiative and multi-task

Key Responsibilities:

- Responsibility for the overall development and management of the GSB Library
- Develop goals, directions, policies, and plans for the GSB Library, consistent with those of the GSB and UCT Libraries; and with best practices in provision of information and reference services
- Manage and oversee all aspects of library operations, ensuring that staff are optimally organised and that all aspects of the GSB Library are operating efficiently and effectively, including collection development, acquisition, and maintenance; document delivery; information services and training; access services and tools; technological infrastructure and services, and external relations
- Prepare the annual budget submission within prescribed guidelines and in a manner demonstrably informed by user needs, developing technologies, and the academic programme and strategic plan of the GSB
- Monitor and benchmark GSB Library services and resources quality through quantitative and qualitative methods
- Manage and oversee all aspects of the GSB Library collection ensuring its relevance to the GSB's research and teaching needs
- Design, co-ordinate, present and evaluate the Information, Resources and Research Support Training Programme sessions for GSB students, faculty and staff to ensure that all users are fully trained to optimally utilize the electronic and print resources available to meet their academic and research needs
- Provide an array of research support and reference services to cater for the entire GSB community (with differentiated services to academics, postgraduates, staff and other library users)
- Monitor the membership of the GSB Library and the circulation and accessibility of its collection
- Ensure that the GSB Library is meeting the needs of GSB's research and teaching community by liaising and collaborating with academics in areas of subject responsibility and working closely with administrative staff responsible for planning and coordinating the academic year
- Ensure that professional development and the attendance of appropriate programmes by GSB Library staff continues

Please note that this post involves some evening and weekend work.

The annual remuneration package for 2017, including benefits is between R 515 423 and R 606 379.

To apply, please visit <http://www.gsb.uct.ac.za/workforum>, select the job you wish to apply for, follow the brief registration process at the bottom of the advert and submit the following documents:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter motivating your application
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated on the application form. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

Website : www.gsb.uct.ac.za

Reference number : E17296

Closing date : 19 January 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.

UCT reserves the right not to appoint.