



DEPUTY DIRECTOR: INFORMATION SYSTEMS AND RESOURCES

UCT Libraries

The University of Cape Town Libraries invites applications for the position of Deputy Director: Information Systems and Resources. The Libraries seek to attract an innovative and dynamic leader, who is able to advance the goals and priorities of the institution.

The successful candidate takes leadership in developing strategies to deliver innovative and well managed information technology systems and architecture, equipment, infrastructure and facilities for the effective creation, sharing, discovery and visibility of scholarly content integral to the research and education mission of UCT; ensure strategic plans are implemented; identify and obtain resources required to implement strategies; evaluate processes, workflows and direct services; oversee expenditure of the annual operating budget for the Division and the university-wide acquisitions budget; ensure the successful implementation of the Service Level Agreement between Libraries and the ICT Services and; lead the Libraries' outreach activities as part of the International Partnership Programme of the University.

The candidate will be responsible for providing leadership to the Division for specialist teams including: *Acquisitions (print and digital)*; *Special Collections and Archives*; *Digital Library Services*; *Discovery Services*; *Shared Services* incorporating engagement and advocacy; staff development & training, project management and training, quality assurance and assessment, building planning projects, library facilities security; safety, health and environment compliance.

Requirements:

- A Master's degree in Library and Information Science **or** a Master's degree in a subject discipline **plus** post-graduate Library and Information Science qualification
- A minimum of 10 years' relevant management experience in an academic or research library, of which at least 5 years' experience is in senior management
- Proven leadership and experience in strategy planning and implementation in a research environment
- Proven experience in collection development and management (print and digital)
- Knowledge and understanding of library management systems and discovery platforms
- Knowledge & contextual understanding in optimizing technology for the provision of services to support open scholarship, research data management, institutional data repositories; digitisation, digital curation and preservation
- Proven experience in the following areas:
 - human resource management and development
 - financial management planning and budgets
 - project management in an academic library environment
- Excellent communication and report writing skills

The following will be recommended:

- Proven capability in and understanding of information technology in support of scholarly communication
- Knowledge and understanding of shared library services e.g. engagement and advocacy; user services, stock management, project management, space planning and management; security; facilities management and maintenance
- Experience in building relations, partnerships and collaborations at local, national and international level
- Participation and engagement in continuing professional development activities.

Responsibilities:

- Strategic leadership role and responsibilities in the Libraries and Division
- Providing leadership within the Division to ensure the delivery of relevant services
- Staff and resource management of the Information Systems and Resources Division
- Participation in and contribution to the Library and Information Services (LIS) and Archival professions

The annual cost of employment, including benefits for 2017, is between R872 163 and R1,026, 074

To apply, please e-mail the below documents in a **single pdf file** to recruitment02@uct.ac.za:

- UCT Application Form (download at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>)
- Motivation letter (2 pages maximum), and
- Curriculum Vitae (CV)

An application that does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650 5764
Reference number: E17192

Website: www.lib.uct.ac.za
Closing date: 15 September 2017

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.