



PRINCIPAL ARCHIVIST: PRIMARY COLLECTIONS

(Payclass 11)

INFORMATION SYSTEMS AND RESOURCES SPECIAL COLLECTIONS

UCT LIBRARIES

The Libraries seeks to appoint a Principal Archivist in Special Collections. The main purpose of this position is to provide innovative, dynamic and collaborative library, archival and information services to the academic enterprise. This position includes taking responsibility for the discerning development and preservation of Special Collections with particular emphasis on Primary Collections and providing leadership and direction for all aspects of these Collections under the guidance of the Head: Special Collections.

Requirements:

- Appropriate university-based qualification at NQF Level 8
- At least 5 years' experience in an academic archival environment
- Strong evidence and knowledge of, and application of legislative and international archival standards
- Strong evidence of archival skills in EAD and collections stewardship
- Evidence of strategic leadership and management of primary collections
- Evidence of acquired subject knowledge in African politics or history would be advantageous
- An archival or other relevant degree or certification would be advantageous.

Responsibilities:

- Strategic leadership and management of primary collections through engaging with current archival and digital library trends, developments, applications and emerging standards toward the strategic positioning of Primary collections within the national and international context.
- Principal engagement with digital preservation and discoverability of digital library collections.
- Development and management of projects to ensure the integrity of all UCT collections with respect to international policies for standards, and for internal optimal access and retrieval.
- The position includes responsibilities in digital preservation initiatives, copyright and licensing management, oversight of use of obsolete equipment and software in the conversion of legacy materials, preventative conservation, stock control and analytical application to the management of archival materials in various formats.

Please note that this post involves some after hours and weekend work.

The annual remuneration package, including benefits, is between **R543 772 and R639 730** per annum.

To apply, please e-mail the below documents in a **single pdf file** to Recruitment02@uct.ac.za:

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

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

The successful candidate will be required to undergo pre-placement medical tests.

Telephone: 021 650 2163

Website: www.uct.ac.za

Reference number: E18307

Closing date: 24 August 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.