

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: RESEARCH, POSTGRADUATE STUDIES, INNOVATION AND COMMERCIALISATION

DEPARTMENT: LIBRARY AND INFORMATION SERVICES

POSITION: EXECUTIVE DIRECTOR: LIBRARY AND INFORMATION SERVICES

FIVE (5) YEAR CONTRACT

(REF: ED/LIS/RPIC/GRM02-2023)

The University of South Africa (UNISA) is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open Distance and e-Learning (CODeL +) Institution offering a variety of academic and career - focused programmes, UNISA is inviting applications for the position of **Executive Director: Library and Information Services P3**.

Purpose of the Position

The purpose of this position is to conceptualise, design and facilitate the execution of the department's strategy and architecture in line with the UNISA 2016-2030 Strategy and CODeL Business Model.

Key Performance Areas

KPA 1: Strategic Direction and Alignment

- Conceptualising and designing the departmental strategy taking cognisance of the Institutional strategy and CODeL Business Model.
- Conceptualising, designing operational plans and KPI's in support of the portfolio's strategy and the institution's overall vision and strategy.
- Leading the implementation of the departmental strategy, plans and procedures to support the ODeL 2016-2030 Strategy.

KPA 2: Conceptualisation, Leadership and Execution

- Providing strategic and thought leadership regarding all operations of the department from an overall perspective, which include:
 - provision of Library Systems and Support Services,
 - The provision of Information Resource Distribution Services
 - The provision of Library Client Services,
 - The provision of Information Resource Content Management Services.
- Ensuring fully functional library services that situationally provide for research commons, online research resources and access to library and information services (including e-journals and e-books) via online services and mobile technologies.
- Ensuring the automation of manual processes by planning and implementing e-delivery services e.g. repositories, online training and information literacy material and programmes.
- Providing strategic direction and monitoring the sustainability of a supportive and enabling research environment by:
 - Redeveloping the library as an African research library with appropriate services and resources such as remote access for all clients on a 24/7 basis,

- Developing designated branch libraries as a self-help information service through the implementation of appropriate technology such as enhancement of touch screen functionality, improved information desk services, online request services, and other,
- Redeveloping the library in accordance with the approved project plan of implementing a 21st Century Library and Information Services in terms of infrastructure, technology and services ,
- Developing a library for students offering an equal service menu and similar hours of operation,
- Developing the University Institutional Repository (UNISA IR) to provide access to UNISA's research output.
- Providing strategic direction and monitoring the development of branch and mobile branch libraries as self-help information services.
- Providing strategic direction to ensure excellent library support service and student- and client-centeredness.
- Ensuring the application of effective ethics, risk and compliance procedures and practices that are value driven.
- Conceptualising, designing and implementing effective group and intergroup work and information systems.
- Managing the strategic relationships and networks with internal and external stakeholders.

KPA 3: Forecasting, Budgeting and Financial Management

- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of UNISA.
- Compiling and managing the departmental budget in line with the portfolio and Institutional budget.
- Overseeing and monitoring departmental expenditure within budgeted parameters and reporting on variances periodically.
- Directing and overseeing the funding of departmental operations and budgeted activities.
- Managing the function's resources sustainably in accordance with financial principles.

KPA 4: People Management

- Ensuring and monitoring that all staff in the department are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Formulating the people agenda in conjunction with the Department of Human Resources.
- Managing overall performance which includes conducting annual performance reviews of staff in accordance with the performance management process.
- Directing implementation of training and development programmes for staff, including personal development plans (PDPs).
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter.
- Directing implementation of the human resources policies, procedures and practices
- Shaping staff requirements for the department which includes resourcing of programmes and initiatives.
- Fostering an organisational culture and climate that is ethical and value driven.

KPA 5: Governance and Reporting

- Monitoring and reporting on progress against departmental strategic initiatives.
- Monitoring and reporting on legislative and statutory compliance.
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship).
- Guiding the development and implementation of policies and procedures.
- Compiling regular reports to Council, its committees and other relevant structures.
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET).
- Identifying risks relating to the field of responsibility and develop mitigating strategies.

- Documenting and reporting on departmental specific matters to internal and external stakeholders.
- Ensuring proper record keeping of all aspects within field of responsibility.

Requirements

Qualification

- PhD Degree in an appropriate field and registration with relevant an professional body where applicable.

Experience

- Minimum 10 years' relevant experience in Higher Education and academia with at least 5 years in a middle management role.

Assumption of duty: As soon as possible
Salary: Remuneration is commensurate with the seniority of the of the Position
Closing Date: 24 March 2023

Enquiries: Mr Godwin Murerwa – 078 111 9007/011 7641052 application can be forwarded by email to: godwin@skillplace.co.za

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications.
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided. Short-listed candidates will be required to prepare a presentation on the interview date.

The detailed advertisement together with the prescribed application form can be found on the UNISA website (<http://www.unisa.ac.za/vacancies>). UNISA is not obliged to fill an advertised position.

Late, incomplete, and incorrect applications will not be considered.

Recommended candidates might be subjected to competency assessment

We welcome applications from Persons with Disabilities



Appointments will be made in accordance with UNISA's Employment Equity Plan and other applicable legislation.