UNIVERSITY OF SOUTH AFRICA

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DEPARTMENT: LIBRARY AND SERVICES

DIRECTORATE: LIBRARY SYSTEMS AND SUPPORT SERVICES

POSITION: TECHNOLOGY APPLICATIONS SPECIALIST (P8)
(MUCKLENEUK CAMPUS)

(REF: LIB/INFSER/TECH/APP/SPEC/P8/2023/MC)

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The Purpose:

To implement, administer and maintain all Library applications and technologies that enable the Library and Information Services to deliver services.

Requirements

- Grade 12 (Matric) plus bachelor's Degree or National Diploma in Library and Information Science.
- Minimum of 4 years relevant experience in a Library environment.

Recommendation

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

Technical Competencies

- Knowledge and technical understanding of library packages and Web applications e.g. database architecture, indexing, bibliographic standards, web design, etc.
- Knowledge and technical understanding of library systems
- Knowledge and contextual understanding of the library business
- Knowledge and understanding of non-standard software in the Library
- Knowledge and high-level technical understanding of the University technical infrastructure and standards
- Basic knowledge and technical understanding of the operating systems used by packages and databases in the Library
- Project management principles
- Basic knowledge and understanding of SLA principles

Behavioural Competencies

- Analytical thinking i.e., identifies the critical issues; draws logical conclusions; follow-up on related issues to check if further problems exist; breaks down issues and problems into component parts to isolate the root cause.
- Logical reasoning i.e., interprets and translates requirements into a clear, concise specification; backs-up statements with supporting evidence; justifies decisions with reasons base on facts e.g., documentation
- Learning orientated i.e., investigates and understands his / her environment; assimilates knowledge and new skills at every opportunity; pursues new ideas and trends
- Initiative i.e., is pro-active; ensures implementation of good ideas; thinks independently; sets own objectives.
- Results orientation i.e., efficient delivery of outputs to customers; project goals and objectives are met; treats obstacles as opportunities or challenges
- Lateral thinking i.e., brainstorms freely; builds on others' ideas by actively seeking alternative points of view; introduces novel ideas

- Collaborative i.e., creates and maintains effective relationships with others in establishing win-win partnerships, trust and shared purposes; maintains objectivity; willing to share knowledge; approachable; uses appropriate approach to other people

DUTIES
- Administers, monitors and maintains all Library applications and technologies
- Provides support to all primary users of Library applications and technologies
- Identifies, investigates, integrates and implements new Library applications and functionality

Assumption of duty: As soon as possible
Salary: Remuneration is commensurate with the responsibilities attached to the Position

Closing date: **14 July 2023**

Enquiries: **(012) 429 2801 (Ms M Chetty: HR Staffing and Client Services)**

Applications must be emailed to chettm@unisa.ac.za

- Vacancies can be viewed on **http://www.unisa.ac.za/vacancies**

- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
    - all educational qualifications,
    - academic transcripts/records;
    - identity document; and
    - proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **The prescribed application form (APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST) is obtainable from the above-mentioned website.**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities ♿

Applications must be emailed to nyalumm@unisa.ac.za

All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.