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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Assistant Head: Cataloguing**
- **Head: Bibliographic Information Services**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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ASSISTANT HEAD: CATALOGUING (ASSISTANT DIRECTOR)

DEPARTMENT:	Community Development
BRANCH:	Library & Information Services
DESIGNATION:	Assistant Head: Cataloguing (Assistant Director)
REMUNERATION:	R47 428,59 pm (basic salary, excluding benefits)
LOCATION:	22 Solomon Street

Minimum Requirements:

- Grade 12 plus a 4-year tertiary qualification in Library Science: B.Bib/B.Inf or a Bachelors Degree with Post Graduate Diploma in Library and Information Science (PGDLIS);
- 6 - 8 years' professional library experience including 5 years' experience relating to Acquisitions and/or Cataloguing and 5 years of managerial experience in an automated library environment.

Primary Function:

Plan, lead, and control the key performance and result indicators using in-depth knowledge of the complexities associated with the Cataloguing function of Bibliographic and Distribution Services (BIDS), within Library and Information Services (LIS) through the development, implementation, and application of policies and procedures, performance management, monitoring, and evaluation mechanisms, to ensure access to collections and information and a quality library database.

Key Performance Areas:

- Provide strategic direction to the Cataloguing Section;
- Undertake leadership responsibility for the Cataloguing Section;
- Support and coordinate initiatives aimed at cataloguing skills development and staff management;
- Contribute towards the capital and operating estimates and control expenditure against approved budget allocations for BIDS;
- Liaise with internal and external contacts;
- Apply specialist skills gained through experience;
- Contribute to the improvement in service delivery to library service points in the City of Johannesburg staff and the users of LIS;
- Plan, propose, and manage projects undertaken by the Cataloguing Section.


Leading Competencies:

- Financial management skills (MFMA OR PMFA);
- Report writing skills;
- Conflict management skills;
- Project management skills;
- Cataloguing skills;
- Supervisory experience;



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- Communication skills;
- Problem-solving skills
- Technical skills;
- Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Working knowledge of Bibliographic (cataloging and classification), and Acquisitions processes, and Integrated Library Systems, and other online/digital platforms;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1i2WbjafcQmO4-qaybRxsbwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Nonjabulo Sibiyi

Tel No: 011 407 6039

CLOSING DATE: TUESDAY, 07 FEBRUARY 2023

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:


- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.



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HEAD: BIBLIOGRAPHIC INFORMATION SERVICES (DEPUTY DIRECTOR)

<u>DEPARTMENT:</u>	Community Development
<u>BRANCH:</u>	Library & Information Services
<u>DESIGNATION:</u>	Head: Bibliographic Information Services (Deputy Director)
<u>REMUNERATION:</u>	R54 544,98 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	22 Solomon Street

Minimum Requirements:

- Grade 12 plus a 4-year tertiary qualification in Library Science: B.Bib/B.Inf or Post Graduate Diploma in Library and Information Science (PGDLIS);
- 7 - 9 years' experience in senior management positions, as well as 5 years professional experience relating to Bibliographic Services in an automated library environment covering a substantial network of libraries/service points; and
- Working knowledge of Bibliographic (cataloging and classification), and Acquisitions processes, and Integrated Library Systems.

Primary Function:

Plan, lead, direct, control, and monitor the city-wide Bibliographic and Distribution Services (BIDS) function within Library and Information Services (LIS) using in-depth knowledge of the complexities associated with the function to align and design policies, strategies, and procedures with the City' objectives, International bibliographic standards, and best practices and provide strategic advice to the Unit Head: Library and Information Services (LIS) with regard to the function to ensure that the City's vision, key performance areas, and service delivery objectives are supported.

Key Performance Areas:

- Provide strategic direction to BIDS;
- Undertake leadership responsibility for BIDS;
- Direct and control outcomes associated with utilization, productivity, and performance of staff within the BIDS sub-directorate;
- Contribute towards the capital and operating estimates and control expenditure against approved budget allocations for BIDS;
- Liaise with internal and external contacts;
- Work with Integrated Library Systems;
- Contribute to the improvement in service delivery to library service points in the City of Johannesburg staff and the users of LIS;
- Plan, propose, direct and manage projects undertaken by the BIDS.

Leading Competencies:

- Interpersonal skills;
- Strategic thinking skills;
- Financial management skills (MFMA OR PMFA);
- Report writing skills;



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- Technical skills;
- Conceptual skills;
- Decision-making skills;
- Conflict management skills;
- Project management skills;
- Time management skills;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Working independently, under pressure and ability to prioritise.

Core Competencies:

- Strategic Policy Planning;
- Staff Management;
- Finance and Contract Management;
- Liaison and Communication;
- Professional Support;
- Consultation and Planning;
- Project Management;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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