



UNIVERSITY OF THE WITWATERSRAND LIBRARY

Acquisitions Librarian

The University of the Witwatersrand is a research-intensive institution committed to academic excellence and innovation. As part of our ongoing re-conceptualisation of library services to meet the demands of the 21st century, we seek to appoint a suitably qualified, experienced, and innovative individual to the position of **Acquisitions Librarian**.

Purpose of the Position

To manage and coordinate the acquisition of library information resources in support of research, teaching and learning across the University, ensuring effective procurement processes, sound financial management, and optimal collection development aligned with institutional priorities.

The successful candidate will report to the **Manager: Acquisitions**.

Key Responsibilities

- Receive order requests from Faculty Library Managers; verify pricing on service providers' databases; capture and transmit orders via vendors' websites, EDI or FTP platforms.
- Order library information resources including print and electronic materials.
- Assist in negotiating acquisitions agreements with service providers, suppliers and internal stakeholders.
- Contribute to the development and implementation of acquisitions policies, procedures and guidelines in consultation with the Manager: Acquisitions.
- Develop effective mechanisms for managing e-book holdings in collaboration with Cataloguing and Metadata Librarians.
- Initiate and manage journal subscriptions.
- Load budget allocations into the Library Management System (LMS).
- Generate daily LMS ordering reports to verify the accuracy of orders placed.
- Monitor and reconcile LMS and University Financial Management System (Oracle) integration reports.
- Investigate non-payment of invoices with the University's Finance Department.
- Compile and analyse supplier performance reports.
- Monitor collections using system-generated statistics and recommend adjustments where necessary.
- Identify and remedy collection gaps when additional funding becomes available.
- Provide up-to-date information on resource allocations, order status and new publications.
- Resolve ordering-related problems and maintain effective communication with vendors and internal stakeholders.
- Gather, maintain and disseminate statistical reports relating to information resources.

Qualifications and Experience

- Honours degree in Library and Information Science (LIS) **OR** a Bachelor's degree with a Postgraduate Diploma in LIS.
- A minimum of three (3) years' experience in an academic or research library environment as an Information Librarian.

Knowledge and Skills

- Knowledge of library organisation and processes.
- Advanced knowledge of Integrated Library Systems (acquisitions and serials modules), intermediate searching skills, and basic knowledge of other modules.
- Knowledge of procurement and Supply Chain Management processes related to acquisitions.
- Operational knowledge of vendors and their services.
- Knowledge of purchasing documentation and interpretation of invoices, statements, delivery notes, renewals and approval notes.
- Knowledge of bibliographic terminology, formats and data.
- Knowledge of financial management principles.
- Knowledge of interfacing systems (e.g. LMS and Oracle integration).
- Proficiency in Microsoft Office applications and other productivity software.
- High level of numeracy and computer literacy.
- Ability to maintain statistical and analytical reports.
- Flexibility and adaptability in responding to procedural and technological changes.
- Advanced knowledge of relevant information technology, administration systems, policies, processes, and legal requirements regarding information distribution.

Behavioural Competencies

- Excellent communication skills
- Strong time management and organisational skills
- Analytical and problem-solving ability
- Presentation skills
- Attention to detail and accuracy

Recommendation

Registration with the professional body, the Library and Information Association of South Africa (LIASA), is highly recommended.

Available: as soon as possible

Closing date: 19 March 2026

To apply:

Register your profile at <https://irec.wits.ac.za> and submit your application using reference number: IRC105944.

Please ensure that you include a covering letter, detailed CV with names, addresses, contact numbers and e-mail addresses of 3 contactable referees

By submitting an application for this post the Applicant acknowledges that their personal information will be processed by the University. The Applicant, by their conduct in proceeding with an application for this position, gives their consent to the processing of their personal information as required by the University's Recruitment, Selection and Appointment Policy. Such processing includes logging their information on the University's recruitment systems and disclosing their personal information to University employees identified to take part in the selection and recruitment process. The Applicant consents to any further processing of their personal information as may be required for relevant verification and reference check purposes. The confidentiality of the Applicant's personal information will be maintained.

The University is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the relevant employment equity plans and policies of the University. The University retains the right not to make an appointment and to verify all information provided by candidates.

Please note that correspondence will only be entered into with shortlisted candidates. The University reserves the right not to make an appointment or to re-advertise.