



**UNIVERSITY OF THE WITWATERSRAND  
LIBRARY**

**ELECTRONIC RESOURCES & CONTRACT COORDINATOR (GRADE 08)**

**Purpose of the Position:**

To coordinate and manage electronic information resources contracts, licensing, and associated financial processes to ensure compliance with University procurement, legal, and financial governance requirements, while supporting effective access to electronic resources for teaching, learning, and research.

The incumbent will report to the Manager: Acquisitions.

**Key Responsibilities**

- Coordinate, collate, and manage all licence agreements and contracts for electronic information resources
- Liaise with Legal Services regarding contract, licensing, and compliance matters
- Load and administer the annual Information Resources budget on library systems and perform fiscal close processes
- Ensure compliance with procurement standards and report non-compliance where applicable
- Create and maintain spreadsheets reflecting requested titles and pricing
- Liaise with vendors regarding renewals, cancellations, and subscription changes
- Compile annual lists of subscribed journals that have transferred between publishers
- Meet with vendors to address service-related issues and discuss new database management tools
- Attend publisher training sessions to remain current with new databases and systems
- Process invoices, reconcile financial data, and compile monthly and annual financial reports
- Perform regular quality control checks to ensure the accuracy of order and invoice data
- Report order and invoice queries to suppliers and service providers
- Maintain the vendor database and relevant bibliographic information
- Prepare management reports, including subscription transfer lists and statistical reports
- Recommend and implement system developments and enhancements in collaboration with the Systems Librarian

## **Minimum Requirements**

- B.Bibl / B.Inf or an equivalent Bachelor's degree plus a Postgraduate Diploma or Honours in Library and Information Science
- A minimum of three (3) years' relevant experience in acquisitions, electronic resources management, and/or collection development within an academic or research library environment
- Demonstrated experience in licensing and contract management for electronic information resources

## **Knowledge and Skills**

- Knowledge and experience in licensing electronic resources
- In-depth knowledge of electronic information resources (e-journals, e-books, databases, and e-reference sources)
- Strong understanding of library management systems and electronic resources management systems
- Knowledge of administrative functions of subscription databases
- Proven competence in managing, maintaining, and troubleshooting electronic resources
- Sound knowledge of licence agreements, copyright, and legal frameworks governing electronic resources
- Solid understanding of procurement processes and financial management, including budgeting and invoicing
- Experience working with subscription databases and vendor platforms
- Ability to compile accurate statistical, financial, and management reports
- Well-developed written communication and report-writing skills

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

## **Recommendation:**

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

**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 the reference number: IRC105943

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.*