



## **UNIVERSITY OF THE WITWATERSRAND LIBRARY**

### **MANAGER: WARTENWEILER LIBRARY**

#### **Purpose of the Position:**

To provide strategic, innovative, and dynamic leadership for the Wartenweiler Library, ensuring effective management of human resources, information services, collections, spaces, and stakeholder engagement in support of teaching, learning, and research within the Faculty libraries.

The incumbent will report to the Associate Director: Research and Learning Services.

#### **Key Responsibilities**

- Provide strategic leadership to advance research, teaching, and innovation in the faculty library
- Customise and implement Library service strategies aligned to faculty and institutional priorities
- Contribute to tactical and strategic planning within the Library and communicate faculty developments into the Library strategic plan
- Collaborate with Library stakeholders to ensure seamless faculty services
- Enhance and evaluate the quality of the library user experience
- Provide professional leadership and manage the faculty library in accordance with policies and procedures
- Establish direction and vision for the Wartenweiler Library and manage staff, resources, and services
- Ensure provision of user training for students and academic staff using appropriate methods and technologies
- Strengthen faculty engagement and communication with internal and external stakeholders
- Manage faculty library budgets and related funding
- Identify opportunities for service and environment improvement and implement enhancements
- Plan and participate in Library and faculty marketing and outreach initiatives
- Perform all human resource management functions for reporting staff (performance management, leave, development, job descriptions)
- Establish faculty communication channels for collection development and information resource management
- Contribute to digital curation of faculty-level archives and special collections
- Support ORCID adoption and integration into research support systems
- Contribute to research metrics and publication analysis services

- Design and deliver workshops on open licensing, copyright, and scholarly publishing
- Manage the Technical Services interface and implement collection development policy

### **Minimum Requirements**

- B.Bibl or B.Inf degree or Bachelor's degree plus Postgraduate Diploma in Library and Information Science (LIS) and/or Honours in LIS, with at least six (6) years' experience in an academic or research library, of which three (3) years must be at a management level
- OR**
- Master's degree in Library and Information Science (LIS), with at least five (5) years' experience in an academic or research library, of which two (2) years must be at a management level

### **Key Competencies and Skills**

- Subject knowledge and understanding of research processes and methodology
- Knowledge of information sources in multiple formats and information retrieval strategies
- Knowledge of information organisation tools and systems
- Strong interpersonal, communication, and negotiation skills across diverse contexts
- Emotional intelligence and conflict management
- Stakeholder engagement and relationship management

### **Technical and Professional Competencies**

- Relevant information technology (software and hardware)
- Marketing methods and procedures
- Administrative systems, policies, and processes
- Copyright and legal requirements relating to information distribution
- Financial and project management
- Facilitation and presentation skills
- Space, asset, and risk management
- Microsoft applications and digital literacy
- Scholarly communication advocacy

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

**Available:** As soon as possible

**Closing date:** 19 March 2026

### **To Apply:**

Register your profile at <https://irec.wits.ac.za> using reference number: IRC105946

Please include a covering letter and a detailed CV with names, addresses, contact numbers, and e-mail addresses of three contactable referees.

By submitting an application, the applicant acknowledges that their personal information will be processed by the University in accordance with its Recruitment, Selection and Appointment Policy. The confidentiality of personal information will be maintained.

The University is committed to employment equity. Preference may be given to applicants from underrepresented designated groups. The University reserves the right not to make an appointment or to re-advertise. Only shortlisted candidates will be contacted.