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| **Job # 1623021/1150: Senior Information Specialist: IRM (National Research Foundation)**  Pretoria Gauteng (South Africa) Market Related Salary Permanent senior level position at National Research Foundation in the Science & Technology (Research) industry.  Posted by National Research Foundation on 26/03/2014 |
| The National Research Foundation (NRF) supports and promotes research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural science, engineering, social science and humanities.  The Knowledge Management Corporate Unit comprises of four functions: Data, Content and Curation Management, Records and Document Management Services, Library and Information Services, and Scientometrics and Bibliometrics. The vacant position falls within the Data, Content and Curation Management (DCCM) function. The role of DCCM is to develop and maintain data and information related products in support of the strategic goal of providing cutting-edge research technology and innovation platforms for research support. More information on these can be accessed athttp://www.nrf.ac.za.  Applications are invited for the position of **Senior** **Information Specialist: Institutional Repository and Metadata.** The main purpose of this position is to identify strategies, optimise and coordinate the implementation and growth of institutional repositories, including data repositories. To facilitate and maintain a platform and infrastructure for Data and Content Resources, operating as a shared service within the NRF and its Business Units and National Research Facilities. The individual will be required to perform the following key activities:   * manage data and content resources: set standards for procedures and compile manuals; * develop and manage the NRF Institutional Repository (IR) including relevant data and content repositories; * market and create awareness of NRF IR; * coordinate technical services; * ensure metadata are captured, managed, preserve based on international standards; * develop a budget for platforms and infrastructure related to repositories.   Requirements are:-   * B.Bibl Honours in Library and Information Science or equivalent LIS qualification. A Master's degree in LIS will be an added advantage * At least 5 years academic or research library experience in a relevant technical services environment and 2 years supervisory and project management experience. * Previous experience in ICT applications, e.g. repository software packages or library systems. * 3 years of proven cataloguing experience. * Knowledge and understanding of emerging trends in publishing and in digital resources. * Knowledge and understanding of digital preservation. * Knowledge and understanding of the concept of Open Access. * Knowledge and understanding of digital repositories, including data archiving. * Knowledge and understanding of technical infrastructure to support digital resources. * Knowledge and understanding of report writing and use of spreadsheets. * Excellent knowledge of library systems at an advanced level for searching, adding and extracting data. * Effective organisational and planning skills. * Good presentation skills. * Ability to adapt business approaches to the repository processes. * Exceptional interpersonal skills. * Leadership and team building skills. * Financial management skills. * A high level of computer proficiency. * Ability to liaise with other Business units and National Research Facilities on digital repositories. * Benchmarking and implementing quality control within the sub-function.   The NRF is committed to employment equity and redress. Correspondence will be conducted with the shortlisted candidates only  The ideal candidate will have the following competencies:  Ability   * analyse and filter information * classify and catalogue items according to contents and purpose * communicate clearly with others * liaise with external parties * maintain records of items received, stored, issued and returned * process print and non-print library materials * use a computer to find information * set up & work with databases   Experience   * customer service   Knowledge   * the legislation relating to information science * the organisation of information (catalogues, indexes, etc.) * information technology * the acquisition of information |

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