Advertisement
Team Leader: Data, Content and Curation Management Services

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 at http://www.nrf.ac.za.

Applications are invited for the position of **Team Leader: Data, Content and Curation Management (Institutional Repository and Metadata).** The main purpose of this position is to identify strategies, optimise and coordinate the implementation and growth of institutional repositories, digitization and copyright for the NRF. Facilitate and maintain a platform and infrastructure for Data and Content Resources and Curation Management services 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:

- Coordinate technical services and assist with the maintenance of a platform and infrastructure for DCCM
- Provide direction for the information management cycle that includes selection criteria for digitization of material, digital content description; data management/curation; and digitization workflow processes;
- Provide overall leadership with regard to preservation and metadata standards, Presentation standards, Value standards ,Content standards, Encoding standards;
- Providing direction for the development of ICT systems and repositories for content management of data and information;
- Ensure the development and drive the full digitization process and Institutional Repositories;
- Establish, manage and coordinate the digitization workflow and IR's.
- Guide the selection criteria for identified collections to be digitized
- Guide and identify digitization initiatives/projects for the Digital collections database - internal and national projects
- Set standards for procedures and see to their effective implementation;
- Monitor and ensure adherence to quality and quantity standards;
- Compile manuals, guidelines, best practices, policies;
- Manage the acquisition of information for i.e Nexus database
- Coordinate planning for marketing activities
- Provide proactive leadership with regard to DCCM;
- Implement plans designed to facilitate effective and efficient handling of data, records and other information;
- Submit progress reports and provide input into quarterly reports and annual KMC business plans;
- Manage the DCCM budget;
- Perform integrated performance management of team members;
- Assist with ad hoc projects related to DCCM function.
- Financial management skills and experience in managing budgets.
- Effective organisational and planning skills.
- Strong communication and presentation skills.
- Leadership and team building skills

Requirements are:-

- A Master's degree in Library and Information Science.
- At least 5 years academic library or research library experience in a technical services environment
- 5 years supervisory and project management experience
- Previous experience in ICT applications, library systems management and electronic library & information tools
- Proven experience in cataloguing and metadata
- Proven experience in implementation of digitization initiatives and digital preservation methodologies
- Previous experience with computerized academic and research library tools and systems as well as other required IT applications and tools
- Best practice knowledge of copyright principles and applications
- Knowledge and understanding of managing a diverse team and workflow
- Knowledge of data management and associated metadata
- Implement strategies to optimise use of the DCCM services to support research as a shared service
- Provide strategic leadership for service innovation and development of the DCCM function
- Manage the DCCM function as a shared service
- Ensure coordination and integration of DCCM structures and services
- Liaise with the BU;s and NF's with regard to the DCCM as a shared service
- Ensure that data and content policies are aligned with NRF's strategic goals
- Implement operational plans, policies and programmes related to DCCM
- Excellent report writing skills.
- Good presentation skills.
- Ability to adapt business approaches to the repository and digitization processes.
- Exceptional interpersonal skills.
- Leadership and team building skills.
- Benchmarking and implementing quality control within the function.
- Highly service orientated and innovative.
- Ability to travel.

Applicants should submit their detailed CV that includes names and contact details of their referees as well as covering letters stating reasons for applying. These should be either mailed or faxed to Ms. Tebogo Molefe; National research Foundation, P o Box 2600, Pretoria, 0001; telefax 012 481 4008 or email nrfrecruitment@nrf.ac.za and must reach the corporate Human resources department no later than   **2014.**