Advertisement
Senior Information Specialist: Digitisation and Copyright

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 **Senior Information Specialist: Digitisation and Copyright.** The main purpose of this position is to develop digital information resources through the digitisation of collections, advice on copyright and intellectual property rights, ensure that data and content resources are preserved according to policies and procedures, and to facilitate and maintain a platform and infrastructure for Data and Content Resources for the research community and as a shared service within the NRF. The individual will be required to perform the following key activities:

- implement digital preservation policies;
- digitise collections: develop guidelines and implement digital collection policies and standards;
- coordinate processes of digitisation across the business units and National Research Facilities of the NRF;
- negotiate copyright agreements and obtain copyright clearance;
- market and create awareness of digital collections;
- develop a budget for proposed digitized collections and investigate cost implications of the proposed and existing technologies;
- provide guidance to content and data curation platforms and infrastructure solutions.

Requirements are:-

- B.Bibl Honours in Library and Information Science or equivalent LIS qualification. A Master's degree in LIS will be and added advantage
- At least 5 years relevant experience in an academic or research library.
- Proven experience in relevant technical or archival services environment and 2 years supervisory and project management experience.
- Proven participation in the implementation of digital collection initiatives.
- A thorough understanding of contemporary digitisation and digital preservation methodologies.
- Knowledge of digitisation equipment and technical standards.
- A fundamental understanding of technical standards as they relate to digital preservation and open archival initiatives.
- Knowledge and understanding of digital imaging technologies.
- Experience in cataloguing.
- A thorough understanding of copyright principles and applications.
- Excellent report writing skills and use of spreadsheets.
- Effective organisational and planning skills.
- Good presentation skills.
- Ability to adapt business approaches to the digitisation 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 digitization processes.

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, PO 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**.