



GAUTENG
LEGISLATURE
Your View — Our Vision

CELEBRATING
1994-2024
30
YEARS OF
DEMOCRACY



INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: INFORMATION AND KNOWLEDGE MANAGEMENT

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241002	Information Officer	One (1) ONLY P10 R 588 742 CTC Per Annum

Reporting to: Information Specialist Technical Services

Purpose:

Manage the Information Centre collection for intellectual accessibility for Members of the Legislature, Political and Legislature staff so that they timeously obtain required information material. Information organization and access.

KEY PERFORMANCE AREAS

KPA 1: Risk management

- Ensure Information materials are acquired in line with the IC policy and Institutional Mandate
- Search the library catalogue to identify and mitigate the risk of duplicate copies when recommending materials for procurement
- Ensure library materials weeded in line with IC policy and guidelines
- Ensure claims are made for missed issues of subscribed journals
- Record all information material purchased by the Information Centre

KPA 2: Collection Development and Management

- Keep records of approved recommendations.
- Ensure all approved recommended books are purchased as budgeted
- Ensure subscriptions to all relevant identified information products are done in line with SCM and IC policies and as budgeted
- Maintain catalogue databases to support data discovery and governance

KPA 3: Asset Management

- Complete issues of all journal titles IC subscribes to.
- Ensure Administration and Assets Units are informed of new books received for insurance purposes and asset management.
- Register of all new books received by IC and update Accession register
- All print books received by the Information Centre secured with 3M security tag.

KPA 4: Cataloguing (Information Organization and Access

- Catalogue all new books received by IC according to International Standards (e.g., RDA/AACR11) to facilitate information retrieval and access
- Create subject Index File
- Create and maintain Authority Records
- Classify information materials according to DDC for easy retrieval
- Ensure journals and databases accessible

KPA 5: Internal and External stakeholder relations

- Profile stakeholder's information needs
- Inform stakeholders about the status of ordered information material
- Update all stakeholders of the latest books acquired by IC
- Compile and circulate commemorative bibliographies to all stakeholders
- Ensure all requested journal articles are supplied
- Inform Stakeholders of the latest relevant journal articles as per their profiled needs
- Support the implementation of institutional strategic projects
- Ensure relevant content of online Journal articles is disseminated to stakeholders

COMPETENCIES

- Collection Management
- Information Management
- Information retrieval
- Research skills
- Cataloguing
- Indexing
- Abstracting
- Classification

KNOWLEDGE AND SKILLS

- Booksellers, Publishers, and user needs
- Book selection
- Publishing trends
- Searching and retrieval skill
- Research skills, notes taking, report writing
- Information searching and retrieval
- Information packaging. Information retrieval databases
- Sound content knowledge of subject fields
- In-depth knowledge of Library systems for the application of information science techniques
- Cataloguing, Indexing, Abstracting and Classification

- Quality management
- End user computer skills
- Familiarity with information materials in different media and formats

QUALIFICATIONS/ EXPERIENCE REQUIRED:

- A minimum of a National Diploma in Library and Information Science / Equivalent
- 3 years experience in an Information Centre
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Closing date for applications: 23 October 2024

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

To apply for this position, submit your cv to Hrrecruitment@gpl.gov.za for internal candidate and Hrrecruitment1@gpl.gov.za for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references)

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.