



GAUTENG
LEGISLATURE
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30
YEARS OF
DEMOCRACY



INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: INFORMATION AND KNOWLEDGE MANAGEMENT

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20240906	Manager: Information Centre	One (1) ONLY P07 R 1 170 129 CTC Per Annum

Reporting to: Director Information and Knowledge Management

Purpose:

Leadership and management of the Information Centre unit by ensuring provision of information service that is key to the realization of the GPL's strategic initiatives in committee work, research work and institutions' corporate support functions. Provide access to information and information resources that empower Members to effectively discharge their legislative obligations.

KEY PERFORMANCE AREAS

KPA 1: Oversee proper utilisation of allocated budgets

- developing the budget of the unit in line with the Unit's business plan
- ensuring the budget is spent in line with plans and scope of service
- developing Expenditure Reports

KPA 2: Effective internal controls/risk management

- Following up on external and internal audit queries and ensuring the necessary closure in this process.
- Compiling reports with recommendations.

KPA 3: Manage Information Provision Services

- Developing service manual with service standards
- Compile monthly, quarterly and annual reports

KPA 4: Manage Information Centre Systems

- Ensuring Library operations' system are monitored for functionality
- Ensuring International and national bibliographic conventions and standards met
- Ensuring that bibliographic tools are procured to support information organisation and retrieval systems
- Resource sharing network memberships and subscriptions

KPA 5: Manage Information Materials

- Ensuring proper documentation and storing of project information and records.
- Developing of terms of reference, project reports, document review and liaison with Service Providers.
- Developing project administrative systems, including project information sharing systems and collaboration systems.

KPA 6: Forge partnerships with external stakeholders

- Ensuring cooperative resource sharing systems are supported and maintained
- Creating expanded networks with Independent Bodies
- Ensuring that Institutional membership are formalised and maintained
- Ensuring that statistical reports, visits, meetings and/or network communications with NGOs, Research Institutes, Professional Groups are incorporated in the Business plan

KPA 7: Collaborate and cooperate with various units of the Gauteng Legislature

- Attending collaborative meetings of institutional projects
- Compiling feedback reports
- Ensuring that Unit action plans emanating from institutional projects are discharged

KPA 8: Human Capital Management

- Developing staff workplans
- Quarterly and Annual performance reviews
- Conducting training needs analysis for Information Centre
- Developing training plans for Information Centre Unit
- Conducting Return on Investment analysis for training attended
- Ensuring that vacant posts in Information Centre are filled

COMPETENCIES

Library and Information Services
General Management
Contract Management
Financial Management
Asset Management
Project Management
Resource planning and management
Risk and compliance management

KNOWLEDGE AND SKILLS

- Information provision practices
- Presentation and facilitation
- Strategic planning in the public sector
- Risk Management Framework
- Contract Management
- Collection Development
- Networking skills
- Web/ Portal Management
- Web publishing (SharePoint or as per IT platform)
- Library system – AMLIB
- Computer literate, Information retrieval skills
- Communication skills
- Performance Management
- Business improvement
- Electronic information resources
- Customer Service Skills
- People management

QUALIFICATIONS/ EXPERIENCE REQUIRED:

- Degree in Library & Information Science or equivalent
- A post graduate degree in the relevant field will be an advantage
- 5 years' experience in Information Services/ Library Services environment
- 3 years' experience in management of a Resource and Information Centre of which 2 years were in government/legislative sector.

Closing date for applications: 06 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 Hrrecruitment1@gpl.gov.za 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.