



**GAUTENG**  
LEGISLATURE  
Your View — Our Vision

CELEBRATING  
1994-2024  
**30**  
YEARS OF  
DEMOCRACY



## INTERNAL/EXTERNAL ADVERTISEMENT

### DIRECTORATE: INFORMATION AND KNOWLEDGE MANAGEMENT

<b>REFERENCE #</b>	<b>POSITION</b>	<b>NO. OF VACANCIES AND SALARY PACKAGE</b>
<b>20241007</b>	<b>Senior Information Officer Electronic Services</b>	<b>One (1) ONLY P09 R 684 942 CTC Per Annum</b>

**Reporting to: Information Specialist Technical Services**

#### **Purpose:**

To provide leadership and primary responsibility in configuring, developing, and sustaining the library services platform, discovery systems, and other systems used to manage library processes. To planning, coordinate and supervise all technology resources for the effective functioning of the library. To develop and maintain the Information Centre Portal

#### **KEY PERFORMANCE AREAS**

##### **KPA 1: Risk management**

- Ensure library system, databases and e-resources acquired in line with the IC policy and Institutional Mandate

##### **KPA 2: Systems Management**

- Participates in implementing, testing, configuring and maintaining the library system, library catalogue, library portal, databases, proxy, and other library electronic resources.
- Installs, configures and tests new software versions
- Manages interoperability of the Library System and other discovery and access tools including, the discovery system and offsite authentication
- Generates system reports from the systems and others as needed.
- Resolves and troubleshoots problems with computer hardware, software, networks, and LAN/WAN connectivity.
- Prepares documentation and manual procedures related to the library systems.

### **KPA 3: Develop and manage Information Centre Portal**

- Develop and manage Information Centre Portal
- Architecture of Portals
- Writing of script and codes
- Writing of hyperlinks (pages to pages)
- Create new pages
- Fix and repair broken links and those not working
- Publish new information on the portal
- Monitor the speed of information retrieval
- Produce and interpret portal statistics on usage
- Use the statistics to inform further developments and improvements
- Analyse the effectiveness of the sites

### **KPA 4: User Education and Training**

- Training stakeholders on how to use of library system, databases and other electronic resources. i.e. OPAC, Pressreader, etc.
- Develop user manuals and guides and market information services and products.

### **KPA 5: Internal and External stakeholder relations**

- Act as a liaison between ICT unit, the vendor and the library for problem resolution and enhancement requests and as Library's representative to the systems user groups.
- Liaise with information/data service providers
- Identify potential service providers

## **COMPETENCIES**

- Integrated Library System Management Application Development
- Contract Management
- Desktop Computing
- Specification and Purchasing
- Technical Risk Management
- Webpage Design
- Intranet Portal Development and Management

## **KNOWLEDGE AND SKILLS**

- Booksellers, Publishers, and user needs
- Book selection
- Publishing trends
- Searching and retrieval skill
- Critical analysis and interpretation
- Research skills, notes taking, report writing
- Web Publishing, application development, systems/program development, including programming, analysis and design, testing, implementation, and information architecture
- Analytical and technical problem-solving skills for complex applications
- Information retrieval databases

- Web Publishing, application development, systems/program development, including programming, analysis and design, testing, implementation, and information architecture
- Systems management/program development, including programming, analysis and design, testing, implementation, and information architecture

**QUALIFICATIONS/ EXPERIENCE REQUIRED:**

- B degree Library & Information Science with specialisation in IT related courses or equivalent
- At least 3 years experience in a library environment specialising in IT related matters within the library
- A least 3 years' experience managing integrated Library System, electronic information sources and technologies such EBSCO, Juta Law, LexisNexis, Sabinet, Global Insight, etc and their use in supporting research
- Web design and publishing skills (3 years of experience required)
- Experience with Office 365, Electronic Document and Records Management System, SharePoint – 3 years
- Evidence of exposure and /or application of new developments (e.g. AI tools) in the field of Library and Information Science would be an advantage

**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](mailto:Hrrecruitment@gpl.gov.za) for internal candidate and [Hrrecruitment1@gpl.gov.za](mailto: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.**

**APPROVED BY.....**

**SIGNATURE.....**

**DATE.....**