

Manager (Serials & E- Resources)

The National Institute of Education is seeking an innovative, highly motivated and forward-thinking librarian to become part of its team. Candidate must be able to work independently and collaboratively in a challenging environment.

Requirements

A good University degree and a recognised postgraduate qualification in Library and/or Information Science with minimum 3 years of serials and electronic resources management or acquisitions experience, preferably in an Academic library environment.

University graduates without relevant experience or library qualifications may also apply as Assistant Librarian. The successful candidate may be supported to complete a Master degree in Information Studies on a part-time basis.

Responsibilities

This position is responsible for the management of all print and electronic subscriptions. The job scope includes:

- Coordinating and negotiating the purchase and licensing of all print and electronic subscriptions
- Evaluating and managing electronic resource management applications and systems
- Collecting and analysing usage statistics and creating reports needed for decision-making
- Working with the academic faculty and Reference staff on the analysis and collection development of print and electronic resources
- Working with vendors and reference staff on access control and maintenance of Electronic Journal and Resource linking management tools
- Participating in users' instructional and education programmes
- Providing reference and research services on scheduled evening and weekend rotations

Closing Date : 9 April 09