

## CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

### Team Manager: Information Specialist

#### About the job:

The CSIR has a vacancy for a **Team Manager: Information Specialist** in the Information Services. The incumbent will be responsible for implementing the CSIR Information Services objectives and goals to ensure that the specific information requirements of the CSIR researchers are met. In addition, the incumbent will provide information specialist services and leadership to a team of information specialists. This position is based in Pretoria.

#### Key responsibilities:

- Contribute to the development and implementation of operational/business plans as well as the identification of new focus areas;
- Manage and lead a team of Information Specialists who provide a leading-edge information service to researchers;
- Introduce and implement new approaches and solutions that enable effectiveness and efficiency in the provision of services;
- Oversee information service developments, processes and infrastructure;
- Identify and evaluate new information resources, tools and solutions that can enhance information support provided to researchers;
- Participate externally, preferably in a leadership role, in national Library and Information Science professional organisations;
- Manage and monitor performance of subordinates;
- Mentor, train and develop team members to achieve desired levels of competency and to improve personal performance;
- Perform information specialist activities and provide value-added information services to clients across various units/centres.

#### Qualifications, skills and experience:

- A four-year degree in library and information science with at least eight years' experience in the information services sector, of which five years should be in a scientific, technical or research environment;
- A Master's degree in library and information science is a strong recommendation;
- Experience and understanding of team leadership, performance management and client relationship management;
- People management, decision-making, organisational and planning skills;
- Ability to raise the service delivery bar, to conceptualise and implement service solutions;
- Knowledge of the specialist subject area, expertise in the use of online information resources, retrieval systems and the implementation of advanced search methodologies;

- Ability to correctly use terminology, to discuss, understand and evaluate the literature, trends and new developments of the subject area;
- Understanding of knowledge management approaches, principles and models pertaining to organisational applications with particular emphasis on requirements of a knowledge based R&D organisation;
- Understanding of the learning styles of adult learners as well as end user and information literacy training experience.

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number in the subject line, **(e.g. John Smith: Team Manager: Information Specialist: Reference No: 308013)**

**Closing date: 23 May 2017**

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitmentinfo@csir.co.za](mailto:Recruitmentinfo@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***