

CAREER OPPORTUNITY

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

Internship: Library and Information Science (One-year Contract)

About the job:

The CSIR has an **Internship** opportunity for an intern within its Information Service. The purpose of this Internship is to provide graduates with the opportunity to gain practical work experience. This position is based in Pretoria.

Key responsibilities

- Conduct subject specific literature searches;
- Conduct bibliometric research to measure researcher performance;
- Provide alerting services and updating subject specific blogs;
- Monitor publications output within the specific units;
- Train clients in the use of electronic publication databases;
- Analyse and index published subject literature;
- Populate institutional repositories using Dspace or Inmagic;
- Scan, analyse and index research reports;
- Assist in implementing the disposal process within the archives;
- Index archival records and catalogue books;
- Weed the book collection and do journal circulation;
- Request and fill inter library loans, search for and order documents that are difficult to trace;
- Fulfil general library duties such as shelving and creating an inviting work space.

Qualifications, skills and experience:

- A Bachelor's degree in library/information science;
- Must be registered for an Honours degree;
- Good communication and interpersonal skills;
- Advanced computer skills;
- Exposure to library web 2.0 technologies would be advantageous;
- Ability to work independently and within a team.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number on the subject line, **(e.g. John Smith: Internship - Library and Information Science: Reference No: 306426)**.

Closing date: 19 February 2016

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

For more info, please contact CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is a responsible employer; we have put measures in place to ensure that equity is implemented such that it best serves the interests of the organisation and South Africa as a whole. This speaks to the CSIR's commitment 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.***