

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation that researches, develops, localises and diffuses technologies to accelerate socio-economic prosperity in South Africa. The organisation's work contributes to industrial development and supports a capable state.

Internship: Library and Information Science

(Two positions)

About the job:

The CSIR has two **Internship opportunities for Library and Information Science**, one of the internship opportunity is in the Records Management and Archival Services Stream and the other one in the Library Technical Services. These internship positions are for the CSIR Information Services department which forms part of the Business Excellence and Integration portfolio. The purpose of the Internship is to provide graduates with an opportunity to gain practical work experience in the library and information services field within a research and development environment. These positions are based in Pretoria.

Key responsibilities for the Records Management and Archival Services Internship:

Under supervision the Intern will be required to:

- Index archival research and corporate records;
- Conduct shelving and categorising of the archival records;
- Conduct collection audits and disposal of archival materials;
- Fulfil general Records Management and Archival duties (maintain the Archive – cleanliness of the Archive, check climate and gas control systems, shelving, digitisation);
- Assist clients with archives requests under the guidance of the Archives technicians;
- Participate in the special projects to keep abreast of trends.

Key responsibilities for the Library and Technical Services Internship:

Under supervision the Intern will be required to:

- Cataloguing of books and journals;
- Shelving of books and journals;
- Identifying items for weeding by following the approved weeding guidelines;
- Quality control of OCLC Knowledge Base;
- Monitoring and processing Interlibrary Loan requests on OCLC;
- Assist library clients with completion of library requests;
- Database training for the walk-in clients.

Qualifications, skills and experience:

- A Bachelor's degree in library/ information science;
- Excellent organizational skills;
- Customer service attitude;
- Knowledge and experience in Microsoft PowerPoint / Excel ;
- Attention to detail and a team player;
- Goal oriented and deadline driven;
- Ability to be resourceful and proactive when issues arise

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 in the subject line, **(eg. John Smith: Job title: Reference No: XXXX)**

Closing date: XXXXX

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

*The CSIR is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the CSIR, the applicant understands, and agrees that the CSIR may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification 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.***