



**The National Library of South Africa wishes to make the following ICT Internship appointments at the Mogalakwena Public Library**

**ICT Librarian Internship x 2**

**Ref: NLSA- MLO - Mogalakwena**

**Salary: R 3 500.00 per month**

**Duration: One year contract**

**(With possibility of renewal for another year)**

The objectives of the National Library are to contribute to socio-economic, cultural, educational, scientific and innovative development by collecting, recording, preserving and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources.

We are inviting applications from suitably qualified persons for appointment on Internship contract basis. The successful individual will be based at one of the Pilot Library. NLSA and Province reserves the right to deploy a successful candidate to any of the library in the province. The Candidate must be willing to travel within the province to offer ICT Librarian support to libraries in a province. The candidate must be able and willing to enter into a contract with National Library of South Africa to undergo a further study program for a period of 2 months; which shall be followed by practical work at the appointed library/provincial library for a period of one year.

**MINIMUM REQUIREMENTS:**

- The candidate must have a National Diploma in IT, IT Degree or equivalent.
- The candidate must be a resident within the municipality district jurisdiction of the local public library mentioned above.
- The candidate must not have attended any other Learnships or Internships in the Past
- The candidate must not be employed previously
- The candidate must be older than 18 years and younger than 35 years of age.
- The candidate must have South African citizenship.
- The candidate must be able and willing to enter into a contract with National Library of South Africa to work at the appointed library for a period of one year.

## **KEY RESPONSIBILITIES:**

- Provide support to the Library staff on the use of ICT.
- Train Library users on basic end user computing and Internet searching and e-mail
- Ensure that ICT hardware, software and network connectivity are maintained.
- Provide advice and assistance to individual library users on the use of ICT equipment.
- Ensure adherence to ICT policies and guidelines.
- Escalate unresolved ICT problems to Municipality, District or Province IT staff.

## **COMPETENCIES AND SKILLS**

- Network and Computer Security
- Antivirus Management
- MS Office and Open Office
- Creativity and innovation skills
- Analytical Skills
- Troubleshooting Skills
- Gaming Consoles and PC Games
- Communication and interpersonal skills

**The National Library of South Africa is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Appointments will be made according to our Employment Equity requirements and people with disabilities are invited to apply.**

**Applications:** Suitably qualified and interested applicants must submit their applications including certified copies of ID, qualifications, complete NLSA employment form available at [www.nlsa.ac.za](http://www.nlsa.ac.za) and proof of residence. Applications must be sent via e-mail to: [Yvonne.Molaiwa@bcx.co.za](mailto:Yvonne.Molaiwa@bcx.co.za). No applications from recruitment agencies will be accepted. For more information, please contact the MLO Project Manager Training or ICT at Mzansi Libraries On-line on: (012) 401 9734/9704

**CLOSING DATE: 03 February 2017**

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