



**The National Library of South Africa wishes to make the following appointment at its Pretoria and Capetown Campus:**

## **Internship Opportunities (1 Year Fixed Term Contract)**

**Stipend: R 5500.00 per month**

The objectives of the National Library of South Africa (NLSA) 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. The NLSA employs approximately 200 employees.

The purpose of an internship is to provide real-world experience enabling the interns to put everything that they have learned into action. This opportunity will allow the interns to gain skills and valuable experience that can be applied in future jobs.

We are inviting South African unemployed graduates to apply for the 2020 Internship Programme on a one-year fixed term contract.

### **KEY REQUIREMENTS**

- Excellent academic record
- Proficient in Microsoft Office

<b>FIELD OF STUDY</b>	<b>MINIMUM QUALIFICATION</b>	<b>CAMPUS</b>	<b>REFERENCE NUMBER</b>
Human Resources Management	National Diploma /B Degree / HR Industrial Psychology	1 Intern in Pretoria	01/03/2020
Risk and Audit	National Diploma/ B Degree/ Internal Audit /Risk Management	1 Intern in Pretoria	02/03/2020
Information Communication and Technology	National Diploma / B Degree/ Information Science Tech	1 Intern in Cape Town	03/03/2020
Supply Chain Management	National Diploma /B Degree/ Supply chain Management or Equivalent	1 Intern in Pretoria	04/03/2020
Finance	National Diploma /B Degree/ Accounting or Equivalent	1 Intern in Pretoria	05/03/2020
Office Administration	National Diploma / Degree Administration	2 Interns in Pretoria	06/03/2020

Office Administration	National Diploma /B Degree/ Administration	1 Intern in Cape Town	07/03/2020
Communications, Marketing and Stakeholder Relations	National Diploma/ Degree in Marketing/Communication	1 Intern in Cape Town	08/03/2020
Graphic Design	National Diploma /B Degree/ Graphic Design	1 Intern in Pretoria	09/03/2020
Library Science	B Degree/National Diploma in Library and information studies /Science	3 Interns in Pretoria	10/03/2020

### COMPETENCIES

- Attention to detail
- Excellent communication skills
- Willingness to learn and determination to achieve
- Ability to work independently and to take initiative
- Good interpersonal relations skills
- Ability to work in a team and under pressure

**The NLSA is an equal opportunity, affirmative action employer and reserves the right to not make an appointment. Appointments will be made according to our Employment Equity requirements. We encourage applications from people who are differently abled in particular.**

**Applications:** Interested applicants must submit a covering letter, Curriculum Vitae, proof of qualifications and a copy of Identity Document by e-mail ONLY to: [interns@nlsa.ac.za](mailto:interns@nlsa.ac.za). Please ensure that you **quote the reference number and the campus** in the subject line of your email. No applications from recruitment agencies will be accepted.

**CLOSING DATE: 20 March 2020**

Should you not receive any correspondence / communication from the National Library of South Africa one month after the closing date, please consider your application as being unsuccessful.