



## ADVERTISEMENT INTERNAL VACANCY

### *Researcher*

The above vacancy exists within DALRO. The purpose is to assist in the reprographic research and receipting processes. The ideal candidate would be someone who has completed or is studying towards a post-matric qualification in information sciences, minimum being a national diploma, and has at least 2-3 years related experience.

#### **Key Performance areas:**

- Bibliographic research and loading of metadata distribution catalogue entries on SAMRO4
- Management of transactional applications mailbox
- Data capturing on SAMRO4

#### **Minimum requirements:**

- Excellent interpersonal skills and networking ability
- Excellent written and verbal communication skills in English
- Candidate must be computer literate, including working knowledge of word processing and spreadsheets
- Ability to work independently as well as part of a team
- An interest in literature and publishing is essential
- Knowledge of copyright would be a recommendation

#### **Core Competencies:**

- Administrative skills
- Attention to detail
- Customer service orientation
- Integrity
- Self Management
- Methodical
- Data capturing skills

If you are confident that you have the necessary skills and experience to perform the above duties, please forward your [cv@samro.org.za](mailto:cv@samro.org.za)

#### **Closing Date:**