

## CAREER OPPORTUNITY

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

### Information Specialist

#### About the job:

The CSIR has a vacancy for an **Information Specialist** in the Information Services. The incumbent will provide a subject specific leading-edge information service to CSIR researchers involved in strategic scientific research through the utilisation of a wide variety of scientific and scholarly information resources and tools. This position is based in Pretoria.

#### Key responsibilities:

- Liaise with clients regarding their detailed scientific, business and management information requirements and translate this into suitable search strategies that allow for accurate retrieval of relevant information on the subjects;
- Provide selective alerting services and compile subject specific electronic newsletters on new research and development trends to enable researchers to stay abreast of the latest innovations and technologies;
- Conduct information and knowledge assessments (information audits) to establish new client information needs and gaps, to identify and evaluate new information resources relevant to research areas;
- Build and maintain relationship with the designated units/centres to ensure continued awareness of researchers' needs as well as to improve service delivery;
- Contribute towards successful implementation of knowledge management practices and strategies for the respective operating units;
- Support and promote the CSIR policy regarding the dissemination of research outcomes which includes advising researchers on Open Access publishing initiatives and the selection of suitable accredited publications;
- Empower line staff through training in the use of electronic information resources as well as the critical evaluation and selection of authoritative information resources;
- Encourage and implement the use of Virtual Research Environment (VRE) practices and tools and contribute to digital data curation, data archiving, digital preservation, management and appraisal of data;
- Conduct bibliometric research to measure researcher performance and contribute to the research career ladder process;
- Ensure that all CSIR generated publications are captured, managed, preserved and accessible based on acceptable meta-data standards, policies and procedures;
- Mentor, train and develop interns to enable them to become contributing members of the Library and Information Service profession;

#### Qualifications, skills and experience:

- A four-year degree or an Honours in library and information science with at least five years' experience in the provision of information specialist services in a scientific, technical or research environment;
- Experience in the provision of information services to researchers/clients from the information and communication technology (ICT) sector would be an advantage;
- Experience in client relationship management and end user training;
- Experience in implementation of knowledge management principles and applications in a knowledge intensive and Research and Development organisation;
- Proven expertise in the use of online information resources and retrieval systems and the implementation of advanced search methodologies;
- Knowledge and understanding of the specialist subject area (information and communication technology) as demonstrated in the ability to correctly use terminology, to discuss, understand and evaluate the literature, trends and new developments will be an advantage;
- Knowledge of the content of subject specific information resources, including the ability to critically evaluate and filter them;
- Advanced internet and database searching skills;
- Patent prior art searching skills;
- Reference interview skills;
- Understanding of the Open Access publishing models and research output dissemination;
- Ability to index, abstract and write concise summaries of various scientific documents in specific disciplines;
- Good working understanding of ICT and Web 2.0 tools;
- Excellent presentation skills and an understanding of the learning styles of adult learners.

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Information Specialist: Reference No: 308064)**

**Closing date: 12 June 2017**

**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](mailto:Recruitmentinfo@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed 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.***