

Presidential Youth Employment Stimulus Program

Temporary position available from 1 April 2023-30 Sept 2023

Division: Special Collections

Description of post: Special
Collections Digitisation assistant

Working hours: Monday to Friday, 08:00 – 16:30

Duties

- Digitisation of identified documentation and photos for Special Collection projects.
- Assist with pre-sorting of manuscript collections.

Presidential Youth Employment Stimulus Program eligibility criteria

- South African
- Graduate (Undergraduate or Postgraduate) preferable from Stellenbosch University
- Unemployed youth (age: 18-35)
- Preference to be given to graduates with disabilities
- Equitable gender representation
- Population group demographic representation (may vary provincially)

Recommendations/requirements:

- Accuracy
- Computer skills
- Good interpersonal skills
- Communication skills in both English and Afrikaans
- Knowledge and experience of digitisation practices
- Knowledge of and preservation
- Understanding and knowledge of South African History

Commencement of duties: 1 April 2023 or as soon as possible thereafter

Closing date for applications: 28 February 2023

Enquiries regarding this post: **Mimi Seyffert-Wirth** at mseyf@sun.ac.za or (021) 808 9431 /
Marieta Buys at hmbuys@sun.ac.za or (021) 808 4930

Remuneration: A stipend of R 5 000 per month for 6 months.

Your application, comprising a **curriculum vitae (including the name and email address of at least one reference)**, must reach **Mimi Seyffert-Wirth** at mseyf@sun.ac.za / **Marieta Buys** at (021) 808 4930 or hmbuys@sun.ac.za before or on the closing date of the advertised post.

Should no feedback be received from the Stellenbosch University Library and Information Service within four to six weeks of the closing date, kindly accept that your application did not succeed.



Presidential Youth Employment Stimulus Program

Tydelike posisie beskikbaar vanaf 1 April 2023-30 Sept 2023

Spesiale Versamelings

Digitale assistent

Werkure: Maandag tot Vrydag, 08:00 – 16:30

Pligte

- Digitalisering van geïdentifiseerde manuskripte en foto's vir projekte by Spesiale Versamelings.
- Hulp met voor-sortering van versamelings

Presidential Youth Employment Stimulus Program Kriteria

- Suid-Afrikaans
- Gegradueerd (Voorgraads of Nagraads) verkieslik van die Universiteit van Stellenbosch
- Werklose jeug (ouderdom: 18-35)
- Voorkeur sal gegee word aan gegradueerdes met gestremdhede
- Billike geslagsverteenvoording
- Populasie groep demografiese verteenwoordiging (mag provinsiaal verskil)

Aanbevelings/vereistes:

- Noukeurigheid
- Rekenaarvaardigheid
- Goeie interpersoonlike vaardighede
- Kommunikasievaardighede in beide Afrikaans en Engels
- Kennis en ervaring in die gebruik van hulpmiddele en standaarde by digitalisering
- Kennis van bewaringspraktyke
- Belangstelling in en kennis van Suid-Afrikaanse Geskiedenis en Afrikaanse Letterkunde

Diensaanvaarding: 1 April 2023 of so gou doenlik daarna

Sluitingsdatum vir aansoeke: 28 Februarie 2023

Navrae rakende die posinhoud: **Mimi Seyffert-Wirth** at mseyf@sun.ac.za or (021) 808 9431 / **Marieta Buys** at hmbuys@sun.ac.za or (021) 808 4930

Vergoeding: 'n Salaris van R 5 000 per maand vir 6 maande

U aansoek moet vergesel wees van 'n **volledige curriculum vitae (insluitend die name en e-posadresse van ten minste twee referente)**, en moet Mimi Seyffert-Wirth / Marieta Buys voor of op die sluitingsdatum van die advertensie bereik.

Indien u nie binne vier tot ses weke na die sluitingsdatum van hierdie advertensie van die Universiteit Stellenbosch Biblioteek- en Inligtingsdiens verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.