

Information Intern

Expiration date: 20 February 2009

The Tanzania Natural Resource Forum (TNRF) is a collective civil society-based initiative to improve natural resource management in Tanzania by addressing fundamental issues of natural resource governance. We view the quality and equity of governance as fundamentally determining how natural resources are managed and how they support the livelihoods of Tanzanians and the sustainable economic development of the country.

TNRF is looking for a part-time highly experienced, efficient and enthusiastic **Information Intern** to support its Secretariat. The workload involves a steady and methodical processing of new resources, both online and offline. TNRF requires someone who understands the importance of library and information maintenance. The person should be willing to volunteer initially, depending on the availability of funding.

Responsibilities:

- Library management
 - Enter library resources into the online database.
 - Maintain the library borrowing system.
 - Maintain the integrity of the library catalogue.
- Web Postings
 - Post the backlog of website resources (documents, links and news items) to the TNRF website and keeping up with new resources.
 - Monitor the quality of web postings by the TNRF staff.

Qualifications:

- Cooperativeness and sense of teamwork;
- High attention to detail, consistency of work and the ability to work independently;
- Fluency in written and spoken Kiswahili (priority) and English;
- Proficiency in using spreadsheet applications, databases, Internet, and intranet server
- Some experience with library cataloguing systems;
- Passion for learning about natural resource management.

Reports to:

Communications Officer

Terms:

The Intern will work two days per week. The position is open until filled.

Deadline:

To apply, please send a letter of application by e-mail stating clearly why you are interested in this position by **20 February 2009**, together with full curriculum vitae and the names of two referees to: The Coordinator, Tanzania Natural Resource Forum, P.O. Box 15605, Arusha, info@tnrf.org.

TNRF IS AN EQUAL OPPORTUNITIES EMPLOYER - WE STRONGLY ENCOURAGE APPLICATIONS FROM WOMEN AND PEOPLE OF ALL AGES