

Vacancy Announcement

Background

The African Commission on Human and Peoples' Rights (ACHPR) is an organ of the African Union charged with the responsibility of promoting human rights and ensuring their protection in Africa.

As part of its efforts to achieve this objective, the ACHPR is seeking an Intern to serve in its Information and Documentation Centre.

The Information and Documentation Centre of the African Commission serves as the first point of reference information on the ACHPR for States, Researchers, Academics, Civil Society and others interested in the African Human Rights System.

The major goal of the Information and Documentation Centre is the provision of appropriate, reliable, timely and efficient information services to the staff and other users.

The Information and Documentation Centre collection is made up of both print and electronic resources. These include; books, articles, studies, reports, monographs, newsletters, audio and video tapes, CD-ROMs, and official documents.

The African Commission is looking for an individual with a desire to develop his / her skills and experience in information management, reports management, library services, and documentation. The internship provides a unique opportunity to work within the African Union in a challenging context.

Job Description

Under the guidance and supervision of the Documentalist, and in close collaboration with the Documentation Assistant, the Intern will be responsible for the following:

- Assist in the processing of library collections, including performing standards-based cataloguing, classifying, spine-labeling, and stamping;
- Assisting in updating the library database and managing the day-to-day operations of the library/documentation centre;
- Assisting library users;

- Performing other tasks as assigned.

Qualification

- Have at least a Certificate, Diploma or Higher Diploma in Information Management, Library Science, and / or Records Management from a recognized institution.
- Be computer literate

Resources

The Intern will have access to the following facilities:-

- i) Office space;
- ii) A computer with internet access, a printer, and office stationery;
- iii) A telephone line.

General Information

- Interns are not paid. All expenses are the responsibility of the intern or their sponsoring institutions.

Application

Closing Date of applications: 30 August 2008

Interested candidates must be citizens of Member States of the African Union; and they should submit their applications addressed to:

**The Secretary,
African Commission,
48 Kairaba Avenue
PO Box 673 Banjul, The Gambia
Fax: (220) 4390 764
Email: achpr@achpr.org**

The applications should be accompanied by the following documents:

- A 150-word one page write up showing why the applicant wants to intern with the ACHPR;
- Relevant Academic Certificates;
- Names and contact details of two referees.