



## EXTERNAL ADVERTISEMENT

Botswana Geoscience Institute (BGI) is a parastatal under the Ministry of Minerals & Energy. It was established under the Botswana Geoscience Institute Act of 2014 to undertake research in the field of geosciences and provide specialized geoscientific services. BGI serves as the custodian of geoscience data and information, promoting the search for and exploration of minerals in Botswana. Additionally, it functions as the advisory body for geosciences and geohazards.

BGI is looking for highly motivated, dynamic and experienced individuals to join its team of professionals under the following vacancy:

### 1. TEMPORARY DATA CLERKS × 28

#### JOB SUMMARY/PURPOSE:

- Data retrieval, sorting and classification, arrangement and repackaging for efficient reshelving, storage and preservation in a user friendly and easily accessible manner.
- Document scanning, data capturing and arrangement.

#### MINIMUM QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Certificate in Library and Information Studies or Archives and Records Management from a recognized tertiary institution.
- Minimum of two (2) years' experience in a data entry or related field.
- Computer literate and proficiency in Microsoft Excel.

#### KEY PERFORMANCE AREAS

- Data retrieval and reshelving from storage
- Data sorting and identification
- Data accessioning and arrangement
- Data inventorying
- Scanning of data.
- Data repackaging for shelving and preservation.

#### COMPETENCIES

- Experience in scanning of information for digitization.
- Ability to work with minimal supervision and within a team.
- Target oriented.
- Able to read and understand reports written in English.
- Good organizational and multitasking skills

#### REMUNERATION

BGI offers a competitive remuneration package that is commensurate with the position.

#### HOW TO APPLY

Candidates are requested to **Send** application letter, CV, certified copies of certificates and three (3) recent reference letters to; [recruitment@bgi.org.bw](mailto:recruitment@bgi.org.bw) not later the **17<sup>th</sup> April 2024**.