

y: LuHIOBquQlE/11 1% 12 C121

The Development Resource Centre

P.O. Box 6079, Johannesburg, 2000, South Africa Longsight Building (15th Floor)

'3 011 558 7504 '- fax 011 855 6510 187 Bree Street (cnr Kissik), Johannesburg

i- ., ... a l J)- l

I

I

To: Colleagues

From: David Bonbright

Date: 18 December 1992

Subject: Staff Recruitment at the DRC

Greetings and Best Wishes for the holiday season! Please excuse this "round robin" letter format.

I am writing to share the enclosed advertisement of positions that we are currently trying to fill

at the DRC. If you know of possible candidates, I would appreciate it if you would draw their

availability of these posts to their attention.

I very much look forward to working with you in 1993. The Centre and WorkNet will be launching SANGONet, the nonprofit information and communications network, on 1 March 1993, and you will be hearing more about that in the new year!

Sincerely,

w

Trustees: M Mpumwana (Chairperson), M Mbeki, J Samuel, N Haysom, S Moulder, S Nyoni. F Wileon.

D Bonbright (Executive Director)

THE DEVELOPMENT RESOURCES CENTRE is a one-year old nonprofit development agency that provides information-related services to community-based organisations and NGOs seeking to transform society in favour of the poor. Information services include:

- ' a LIBRARY SERVICE specialising in development management, fund raising, people centred development, and networking;
- 0 a comprehensive on-line data base of "who's who in development" in South Africa;
- ' the Independent Study into an Enabling Environment for NGOS;
- the South African NGO Network (SANGONet), a nonproE t electronic information and communi'eations network.

The Centre is currently seeking applications for the following positions:

HEAD OF ADMINISTRATION

An experienced administrator is required to manage and oversee all aspects of organisatio
nal
administration. Applicants should have five years of administration experience and a stro
ng
background in personnel relations and in designing and managing administrative systems Th
e
successful applicant will supervise three administrative support staff and be part of the
Centre's
senior management team.

SENIOR LIBRARIAN

A senior librarian is sought to take responsibility for the day to day running of the Cen
tre's
library and documentation centre and for developing and maintianing an outreach informati
on
dissemination programme. The successful applicant will have at least five years of experi
ence
in the information and documetation centre, a first degree plus a H.Dip. Lib or B.Bfol. (or
equivalent professional experience); the ability to supervise staff and experience in wor
king
with computerised data bases. An interest in and understanding of development issues is a
lso
an important qualihcation.

NETWORKER/ PUBLICATIONS OFFICER

The Independent Study into an Enabling Environment for NGOs is seeking a motivated person with social science research and policy skills to service the growing national network of organisations involved in the Independent Study. This will involve collecting and disseminating information relevant to the work of the Independent Study at international, national, and locallevels. Word processing skills are required and desk top publishing preferred. The successful candidate will have a social science graduate degree.

Development Resources Centre
INFORMATION SERVICES OFFICERS

Under the general supervision of the SANGONet Editorial Collective, these two persons will assist in editing and managing SANGONet's online library of information. Duties and responsibilities will include all aspects of collecting, reviewing, editing, abstracting, drafting, and organising information on SANGONet. The work entails both the production and adaptation of resource materials on the topic of development management (such as salary and benefits surveys of the nonprofit NGO sector) and liaison with organisations and individuals acting as "information providers" on SANGONet. The successful applicants will have knowledge of:

- the principles and methods of organizing, managing and presenting information;
- general social justice issues and the work of nonprofit and human service organizations;
- word processing;
- correct English language grammar and style, editing principles, and techniques of preparing complete and concise written materials;
- knowledge of computer data bases and networking, uses, functions and capabilities preferred, but not required.

The successful applicants will have skill in:

- word processing at a rate of at least 40 words per minute;
- learning new computer applications and gaining proficiency in a short period of time;
- acquiring, writing, reviewing, editing, summarizing and organizing various information for inclusion in an online information service;
- communicating information clearly and concisely, both orally and in writing;

OFFICE MANAGER

A person with at least three years of administrative experience is required to manage all aspects of the day to day operations of the Centre's sole office. Applicants should have a good working knowledge of and at least two years of experience on personal computers in an office environment and a grounding in common office computer applications such as spreadsheets and word processing applications.

SECRETARY/ADMINISTRATIVE ASSISTANT

A senior secretary/administrative assistant is sought to work in the Office of the Executive Director. The successful applicant will have three years of experience in providing secretarial and administrative support in a fast-paced environment. In addition to superior general secretarial skills such as filing, transcription, and diary and correspondence management, the successful candidate will demonstrate an aptitude for interacting with the general public, NGOs, donors, and the media. Both men and women are encouraged to apply for this position.

GENERAL: All successful applicants will demonstrate an ability to deal tactfully, cooperatively and effectively with other staff members, SANGONet subscribers, community organizations, representatives of funding sources and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

Full job descriptions and salary ranges for the positions are available from the Centre Administrator.

The Centre offers competitive remuneration and benefits packages commensurate with experience and qualifications. Benefits include a comprehensive medical aid and health insurance package, provident fund contributions, and generous holiday provisions. When not enjoying their holidays, DRC staff are expected to earn them!

The start date for these positions is 1 February 1993, or sooner. Full CVs and three contactable referees should be provided by interested applicants before 15 January 1993 to:

The Administrator, Development Resources Centre
PO Box 6079, Johannesburg, 2000
phone: 011 838 7504 fax: 011 838 6310