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LIASA Internship Program (2026 / 2027) New Application

Hiring organization
LIASA

Employment Type
Intern

Duration of employment
3 Months

Industry
Libraries

Job Location
Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours
09

Date posted
May 5, 2026

Valid through
14.02.2028

Description

The LIASA Internship Program offers a structured learning experience for individuals seeking practical exposure and professional growth in the field of library and information services. Interns will have the opportunity to work with experienced professionals, gaining hands-on experience while contributing to the development and delivery of library services. This program aims to equip interns with valuable skills and knowledge to kickstart their careers in the library and information profession.

Responsibilities

- Assist in the development and implementation of library programs and services under the guidance of experienced professionals.
- Participate in library collection management activities, including cataloging, classification, and organization of library resources.
- Support the planning and execution of library events, workshops, and training sessions for library patrons.
- Provide assistance to library users, answering inquiries, and guiding them in accessing library resources and services.
- Collaborate with library staff in promoting information literacy and digital literacy initiatives within the community.
- Contribute to the maintenance and enhancement of library systems, including library management software and online databases.
- Assist in conducting research and compiling reports on library trends, best practices, and user needs.
- Support the creation and management of digital content, including website updates, social media presence, and online resources.
- Participate in professional development opportunities, including training sessions, conferences, and workshops organized by LIASA.
- Adhere to LIASA’s policies, standards, and ethical guidelines in all aspects of work.

Qualifications

- Currently enrolled in or recently completed a relevant degree program in Library and Information Science or a related field.
- Genuine interest in libraries, information services, and promoting literacy within communities.
- Strong communication and interpersonal skills to effectively engage with library users and collaborate with colleagues.
- Familiarity with library systems and technologies, including library management software, digital resources, and online databases.
- Proficient in information retrieval and research skills, with the ability to assist users in locating and evaluating information.
- Strong organizational skills, attention to detail, and the ability to manage multiple tasks effectively.
- Ability to adapt to changing priorities and work independently as well as part

of a team.
- Demonstrated commitment to professional growth and staying updated on emerging trends and technologies in the library and information profession.

Job Benefits

- Practical Experience: Interns have the opportunity to gain hands-on experience in the field of library and information services. They work alongside experienced professionals, applying theoretical knowledge to real-life library operations and services.
- Professional Development: The internship program at LIASA offers opportunities for interns to develop their professional skills and competencies. They receive guidance and mentorship from experienced professionals, allowing them to enhance their knowledge of library systems, information retrieval, and community engagement.
- Networking Opportunities: Interns can build valuable connections within the library and information services sector. They have the chance to interact with professionals, colleagues, and fellow interns, expanding their professional network and potential future job prospects.
- Exposure to Different Library Settings: LIASA may offer internships in various library settings, including public libraries, academic libraries, or specialized libraries. This exposure allows interns to understand the diverse roles and responsibilities within the library profession and helps them explore different career paths.
- Professional Guidance and Mentorship: Interns at LIASA can benefit from guidance and mentorship provided by experienced professionals in the organization. Mentors can offer advice, support, and valuable insights into the library profession, assisting interns in their personal and professional growth.
- Knowledge Enhancement: Interns have the opportunity to deepen their understanding of library systems, services, and technologies. They may gain exposure to emerging trends in library and information science, helping them stay updated with current practices and developments in the field.
- Professional Recognition: Interns who successfully complete their internship program at LIASA may receive a certificate of completion or a letter of recommendation. These credentials can strengthen their resumes and demonstrate their commitment to professional growth.
- Potential Employment Opportunities: In some cases, internships can lead to future employment opportunities. LIASA may consider hiring interns who demonstrate exceptional skills, commitment, and compatibility with their organizational culture.

Contacts

- Research: Visit the LIASA website or other official sources to gather information about the internship program. Look for any specific requirements, application deadlines, and instructions.
- Prepare your documents: Update your resume to highlight your relevant education, skills, and experiences. If required, prepare a cover letter expressing your interest in the internship program and explaining why you are a suitable candidate. Gather any additional documents or certifications that may be requested.
- Contact LIASA: Reach out to the LIASA Human Resources Department to inquire about internship opportunities and obtain any additional application instructions. You can find their contact information on the LIASA website or by conducting an online search. Alternatively, you may find specific application instructions listed on their website.

- Submit your application: Follow the application instructions provided by LIASA. This may involve submitting your resume, cover letter, and any other required documents via email or an online application portal. Pay attention to any specific formatting or file requirements mentioned.
- Follow up: After submitting your application, consider following up with the Human Resources Department to confirm receipt of your application and express your continued interest in the internship program. This demonstrates your enthusiasm and professionalism.
- Interview process: If your application is shortlisted, LIASA may invite you for an interview. Prepare for the interview by researching the organization, reviewing common interview questions, and practicing your responses. Dress professionally and arrive on time for the interview.
- Acceptance or rejection: Following the interview process, LIASA will inform you of their decision. If you are accepted into the internship program, carefully review any offer or agreement provided. It may outline the terms and conditions of your internship, including start date, duration, compensation (if applicable), and any additional requirements.