



INTERNAL AND EXTERNAL ADVERTS

The Municipality hereby invites applicants from experienced, committed and energetic individuals with a vision for appointment to the following position

DIRECTORATE: COMMUNITY SERVICES

SECTION: LIBRARY

LIBRARIAN (Ref No: 111 /24)

Salary: R397 119.19 per annum (Post level 5 of grade 8 Municipality)

Requirements: B.Bibl, B Tech or equivalent qualification. NQF Level 5/6. Computer literacy. Registered as member of LIASA. 2 – 3 years' experience.

Competencies: Communication. Client orientation and customer focus. Interpersonal relationship. Conceptual thinking. People management.

Key Performance Areas: Communicating to personnel through the verbal and written mediums procedural requirements and/or circulating notices to inform personnel on new interventions/procedures. Conducting observations of work sequences, monitoring adherence to the receipting, storage and loan sequences of library material and determining extent of awareness of specific procedures and /or the need for corrective/remedial measures. Communicating with new and existing users, establishing the nature of the enquiry issuing registration forms. Shelving books in accordance with allocations. Repairing books, replacing covers, erasing marks and removing stains and fixing book spine and reinforcing loose pages. Creating, arranging and setting up displays of new books using print and artistic techniques to design posters advertising the content and characters of the books. Checking the budget allocations for specific acquisitions, interventions and /or activities required to sustain service delivery levels at the library and preparing and submitting requisitions/motivations for approval.

SECTION: TRAFFIC

1 X ADMINISTRATIVE OFFICER (Ref No: 112 /24)

Salary: R350 770. 55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: National Diploma or equivalent qualification. Computer literacy. 2-5 years' experience. Drivers' license.

Competencies: Written and oral communication. Planning and Organising. Problem solving. Report writing.

Key Responsibilities: Able to use advanced of MS Office packages. Structures written documents in a logical framework. Engages effectively with general public. Set challenges and goals. Plans and initiates new ways forward. Able to understand the underlying causes for none or poor performance and to provide the appropriate support.

