

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 11 June 2018

POST: LIBRARIAN

DEPT: CORPORATE AND COMMUNITY SERVICES

REF/CIRC: EDUMP-12/2017/18

REMUNERATION IS (TASK GRADE 12: R 268 855.31– R 348 988.51) OF CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT

MINIMUM REQUIREMENTS

1. An appropriate Degree/National Diploma in Library and Information Science or equivalent 3 years tertiary qualification in Library services.
2. 2-3 years experience in similar environment
3. Extensive knowledge of all library procedures, including acquisitions, cataloguing, indexing circulation, interlibrary loans and reference work.
4. Must have Supervisory Skills, Research Skills, Analytical skill, Excellent communication skills (written and verbal) and Good organization skills
5. Knowledge of slims database
6. Computer literacy
7. A valid driver's license

KEY RESPONSIBILITIES

1. You will be responsible for the review of library material, reporting thereon and making them available for selection.
2. Coordinating the purchase and circulation of library material will fall within your ambit of duties.
3. Responsible for cataloguing processing and analyzing relevant statistics and compiling reports.

4. To do the stocktaking
5. Maintaining the integrity of automated library systems
6. Monitoring user needs and taking action to improve service delivery
7. Promote the library and its usage
8. Perform other related duties as instructed by supervisor / superiors

éDumbe Municipality is committed to Employment Equity, therefore, in these appointments; such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers licence and details of three (3) references and must be addressed to the:

Municipal Manager
éDumbe Municipality
Private Bag x 308
Paulpietersburg
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or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful.

CLOSING DATE for applications: 28 June 2018

Enquiries with regards to this post may be directed to Miss. N.G. Mbokazi (Acting: Human Resource Manager) on 034- 995 1650 during office hours. No late applications will be considered.

Please note that the successful applicant will be required to submit original qualifications and consent to the verification of such qualification

Yours faithfully

M.P. KHATHIDE
MUNICIPAL MANAGER