

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



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edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

éDumbe Local Municipality invites suitably qualified and experienced candidates to apply for the following position Women and people with disabilities are also invited to apply.

POST: LIBRARY ASSISTANTS X2

DEPT: CORPORATE AND COMMUNITY SERVICES

REF/CIRC: EDUMP-03/2018/19

**REMUNERATION IS (TASK GRADE 07: R 187 728.06– R 144 620.77) OF
CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL
FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT**

MINIMUM REQUIREMENTS

- Grade 12 (Matric)
- NQF level 4 library studies and 1 year experience in library environment will be an added advantage
- Excellent communication skills (written and verbal)
- Excellent interpersonal skills
- Computer Literacy- office Application

KEY RESPONSIBILITIES

1. Attend the needs/ requirements and execute specific processes associated with the membership registrations, lending & returns.
2. Attends to activities associated with maintaining and organizing library material, book stock and or, provides support with specific arrangements,
3. Assist with library programs and displays.
4. Assist patron with ready-reference questions and reader advisory, bibliographic instructions and database searching.
5. Assist patrons with mechanical operations, directional questions and refers to appropriate personnel.

6. 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 éDumbe Municipality Application form (to be obtained on the Municipal website), 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
3180

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: 21 May 2019

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.

NB: Successful candidate will be required to work on Saturdays.

éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people .

Yours faithfully

M.P. KHATHIDE
MUNICIPAL MANAGER