

# *éDumbe Municipality*

10 Hoog Street  
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PAULPIETERSBURG 3180



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edumbekz261@mweb.co.za

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

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Date: 07 April 2022

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: LIBRARIAN**

**DEPT: CORPORATE AND COMMUNITY SERVICES**

**REF: EDUMP-14/2021/22**

**REMUNERATION IS (TASK GRADE 12: R336 915 .73 – R437 334. 56) OF CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT**

## **MINIMUM REQUIREMENTS**

- An appropriate Degree/National Diploma in Library and Information Science
- 2-3 years experience in similar environment
- Extensive knowledge of all library procedures, including acquisitions, cataloguing, indexing circulation, interlibrary loans and reference work.
- Must have Supervisory Skills, Research Skills, Analytical skill, Excellent communication skills (written and verbal) and Good organization skills
- Knowledge of slims database
- Computer literacy
- 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 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 license and details of three (3) references. Must be Hand delivered / courier to the Municipal

Building No: 10 Hoog Street  
Paulpietersburg  
3180

Or email to ([records@edumbe.gov.za](mailto:records@edumbe.gov.za))

Failure to attach all required documents will disqualify your application. Z83 form will not be accepted. The Municipality reserves the right not to appoint.

**CLOSING DATE for applications: 29 April 2022**

Enquiries with regards to this post may be directed to (Human Resource Section) on 034-995 1650 /1651 during office hours. No late applications will be considered.

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

  
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J.F.K. Khumalo  
Acting: Municipal Manager