

# EMTHANJENI MUNICIPALITY



## INTERNAL ADVERTISEMENT

**NOTICE NO: 40/2021**

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### **DIRECTORATE: COMMUNITY SERVICES**

#### **1. ASSISTANT LIBRARIAN: LIBRA LIBRARY (DE AAR)**

**Salary: R 141 938.00 - R 184 254.00 (Task Level 6)**

**Abovementioned post offers the following benefits:**

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

#### **Key Requirements:**

- Grade 12
- NQF Level 4
- Computer literate
- Must be able to use the Internet
- Bilingualism
- Public Relations Skills
- Telephone etiquette
- 3 years experience

## **Duties and Responsibilities:**

### **The incumbent of the post will be responsible to:**

- To attend to the operations of the library and execution the procedural sequences/requirements associated with the prescribed standards to meet customer objectivities.
- Attend to queries from the public to ensure the right information reached the customer/patron/enquirer as accurately and speedily as possible.
- Perform shelving and shelf reading duties.
- Participate in the daily operation of the library-information dissemination, financial management, desk duty and registration patrons, computer work and administration.
- Prepare magazines for use in library.
- Assist with in-service training and evaluation of new employees.
- Collecting books and other articles for display.
- Liaison with other organization for articles for displays.
- Repairing books
- Weeding books and magazines.
- Securing of 3M tattle tape security strips in library material.
- Processing of special collection books for issuing after book exchanges.
- Downloading information for learners from the Internet.
- Administer stationery and cleaning material for the section.
- Regularly visiting the Regional library to select books and other library material
- Hall bookings
- Informal reporting to supervisor on progress of duties or problem areas.
- Interact with employees by means of staff meeting to receive instructions and information.
- Interact with public to educate, advise, and assist, through personal contact or telephone.
- Perform any other related duties as instructed by supervisor.

**Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Senior Manager: Community Services, Mr HM Joka at 053 632 9100.**

**Closing date: 30 June 2021 at 12h00**

**I Visser  
Municipal Manager  
Emthanjeni Municipality  
PO Box 42  
De Aar  
7000  
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.

- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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