



PUBLIC NOTICE: POSTS ADVERT

Maphumulo Municipality, a category B1 hereby invites applications from suitably qualified and experienced individuals for appointment to the following post.

POST : **LIBRARIAN**
SALARY (Task 11) : **R230 024. 28 – R298 584. 48 per annum**
CONTRACT : **PERMANENT**

Minimum requirements and experience

Three-year degree or diploma in Library and Information Science or in Library and Information Studies. Three years' experience in library environment. Ability to communicate in both English and IsiZulu. Valid unendorsed code B driver's license will be an added advantage.

Knowledge, Skills and Competencies Required

Sound knowledge of Public Library administrative procedures and services. Good Office Administration, and planning. General understanding of local government systems, procedures and processes. Good interpersonal and communication skills (written & verbal). Problem solving ability. Ability to work under pressure. Broad knowledge and interest in libraries.

Key Performance Areas:

Executes specific duties associated with the provision of a Library & Information service by interacting, supporting and educating users on the library service. Maintain library material and develop specific programmes aimed at creating library awareness. Develop library stock to ensure user needs satisfaction and effective library usage by the local community. Manage library staff. Maintain stock and library environment. Promote services within the community. Monitor and evaluate usage of the library. Supervise and manage employee's performance. Control circulation of library material. Provide user education training to the public.

POST : **LIBRARY ASSISTANT**
SALARY (Task 05) : **R182 077.79 - R236 366.08 per annum**
CONTRACT : **PERMANENT**

Minimum requirements and experience

Matric or Grade12 Certificate. 02 years' experience library or records/documents management environment. Computer literacy.

Knowledge, Skills and Competencies Required

General understanding of library administrative procedures and services. General understanding of local government systems, procedures and processes. Good interpersonal and communication skills (written & verbal). Ability to work under pressure.

Key Performance Areas:

Assist with retrieval of borrowed library materials. Assist users with information searching and learners with school projects. Filing of library material in sequential order both numerically and alphabetically. Assist with library orientation to local schools and library activities. Assist during library promotional programmes. Monitoring and processing of stationery and material. Assist in unpacking and dispatch of library material. Perform cataloguing and classification of library material.

Fringe benefits:

In addition to the above salary the municipality will offer a 13th cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

If you meet the requirements for this post, please forward your application letter accompanied by detailed **Curriculum Vitae, certified copies of your tertiary qualification certificates and driver's license** to the **Municipal Manager**, Maphumulo Municipality, Private Bag X 9205, Maphumulo 4470. All applications and enquiries must be directed to **Mr. N D Hlongwa, Tel (032) 4814500. (Applications on Z 83, incomplete, late, faxed or e-mailed applications will NOT be accepted)**

CLOSING DATE: 26 June 2019. Due to a high volume of applications envisaged, communication will only be with short-listed candidates. If you do not hear from us within a month after the closing date, please consider your application as unsuccessful. The Council reserves the right to make or not to make any appointment.

The Council is an equal opportunity employer and subscribes to an employment policy which is non-racial, non-discriminatory, non-sexist and based on merit.

**PN MHLONGO
MUNICIPAL MANAGER**

Issued on: 11 June 2019