DEPARTMENT : COMMUNITY SERVICES

SECTION : LIBRARIES

STAFF VACANCY : LIBRARIAN (2 POSTS)

SALARY SCALE : R140,730.65 – R182,667.82 p.a. (TASK GRADE 10)

REQUIREMENTS
QUALIFICATIONS, COMPETENCIES

* Matric plus Diploma in Library Science.
* Three (3) years minimum experience of working in a Public Library.
* Computer literacy with knowledge of applications used in Public Libraries.
* Valid driver’s license.
* Good Public Relation Skills.
* Good Verbal and Written Communication Skills.
* Ability to lead and guide as well as work as part of a team.
* Broad knowledge and interest in books and reading
* Understanding of the Batho Pele Principles.

DUTIES

• Administrative tasks pertaining to the day-to-day running of the library.
• Supervision of staff, implementation of work schedules.
• Attending to library user needs:-
  - Reader guidance.
  - Information retrieval.
• Control and maintenance of library building and library stock.
• Communicating and reporting to the Chief Librarian.
• Planning, organizing and implementation of library promotion and extension activities.

SPECIAL CONDITIONS

☆ Shortlisted candidates may be subjected to a competency test.
☆ Successful candidates will be subjected to a three (3) months probation period and background/reference check.

CLOSING DATE : 18 OCTOBER 2013

PLEASE NOTE THAT CANDIDATES ATTENDING INTERVIEWS WILL NOT BE PAID A TRAVELLING ALLOWANCE.

The Emnambithi/Ladysmith Municipality is committed to the principles of affirmative action and employment equity and therefore applications from previously disadvantaged persons will receive preference.

Application on the prescribed form obtained from Emnambithi/Ladysmith Municipality – Department Corporate Services or detailed CV with certified copies of relevant qualifications must be addressed to the Acting Executive Manager Corporate Services, P O Box 29, Ladysmith, 3370.

Further information is available from the Acting Executive Manager Corporate Services at telephone 036 - 631 4278.

Canvassing is prohibited. Please note that the successful applicant will be required to submit original qualifications and consent to the verification of such qualifications.
THE MUNICIPAL MANAGER IS NOT OBLIGED TO FILL THIS POSITION.

NB. IF YOU HAVE NOT BEEN CONTACTED WITHIN 30 DAYS AFTER CLOSING DATE, PLEASE ASSUME THAT YOUR APPLICATION WAS UNSUCCESSFUL.

NOTICE NO. 102/2013 DATED 7 OCTOBER 2013

MPP KHATHIDE
MUNICIPAL MANAGER

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