



GREATER TZANEEN Municipality VACANCY



The following position is advertised and applicants are invited to apply

COMMUNITY SERVICES DEPARTMENT

LIBRARIAN (SHILUVANE)
(Job Id No: (6/4/4/010))

Salary: R352 306.08 per annum (Job level 8)

The job purpose of a Librarian is to render library and information services to the community of Greater Tzaneen Municipality and to provide administrative support. To provide access to books and information, to encourage reading and to be a gateway to life-long learning.

Key performance areas: The Librarian must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Coordinates and reports on work plan and routine activities to ensure the smooth running of the library* ▲ *Manages human resource activities to ensure quality service to community and job satisfaction* ▲ *Manages maintenance of library building, equipment and material and ensure relevance of new acquisitions* ▲ *Administering membership to ensure that membership register is current and accurate* ▲ *Administering the issuing and receiving of library material to ensure the smooth running of the lending function and the safe return of library material* ▲ *Preparing and maintaining library material and equipment to ensure that library material remains in a good presentable condition* ▲ *Renders reference and general information service to the public to ensure library users receive best possible information* ▲ *Educating and orientating public regarding the library / reading to enhance library awareness and ensure optimal use of available source* ▲ *Supervises the public internet facilities* ▲ *Managing the booking of available library rooms to ensure smooth running of services* ▲ *Serving on Library Committee to ensure committee serves the interest of Council/Library services/the Community* ▲ *Deputizing for Senior Librarian to ensure smooth running of Division.*

Requirements: • Degree in Library and Information Science or equivalent • Valid Code EB Driver's license • Three years' applicable experience. • Excellent interpersonal, communication and computer skills with good general knowledge and ability to work with precision.

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing Date: 19 July 2019 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/2/8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER