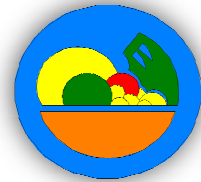




GREATER TZANEEN Municipality



VACANCY

The following position is being re-advertised and applicants are invited to re-apply.

COMMUNITY SERVICES DEPARTMENT

**1 x Library Assistant (Mulati)
(Job Id Number 6/4/4/008)**

Salary: R240 026.76 per annum (Job level 9)

The job purpose of a Library Assistant is to assist in the rendering of a library and information services to the community of Greater Tzaneen Municipality and to provide administration support.

Key performance areas: He/she will be responsible for: • *Administering the issuing and receiving of library material to ensure the smooth running of the lending function and the safe return of library material* • *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 is ready for lending and that library material and equipment is kept in good order* • *Rendering 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 sources* • *Supervising the public Internet facilities* • *Serving on Library Committee to ensure committee serves the interest of council / Library services / the Community* • *Booking available library venues to ensure smooth running of services* • *Delivering and collecting mail or other material, if it can be done within reasonable walking distance* • *Deputizing for librarian to ensure smooth running of the library.*

Requirements: • Grade 12 with good interpersonal skills, communication skills, computer literacy and the ability to work with precision. • Two years' experience will be an added advantage.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and 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.

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: 27 November 2015 at 12:00

PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR

Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER

