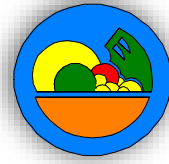




# GREATER TZANEEN Municipality



## VACANCY

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

### COMMUNITY SERVICES DEPARTMENT

<b>MANAGER: LIBRARIES SERVICES</b> <b>(Job Id NO. 4/4/0/001)</b>
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**Salary: R 665 527.32 per annum (Job level 3)**

The job purpose of Manager is to manage library and information service to the community of Greater Tzaneen Municipality

**Key performance areas:** The Manager must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ♦ Develop vision and strategy of the division ♦ Develop and monitor systems, policies, procedures, and processes ♦ Manage provision of Library Services. ♦ Manage the computerized lending system, free internet and wi-fi. ♦ Manage the educating and training of public. ♦ Facilitate establishment of village/farm school libraries ♦ Serve on Library Committee. ♦ Manage utilisation of resources ♦ Manage performance of employees in the division ♦ Manage human resources and administrative activities.

**Requirements:** ● B- Degree in Library and Information sciences or relevant qualification. Driver's licence and Five (05) year's relevant experience.

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***Applications on the compulsory prescribed application form and indemnity form ([www.greatertzaneen.gov.za](http://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: 17 February 2023 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/ 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 D MHANGWANA – MUNICIPAL MANAGER**