



GREATER TZANEEN MUNICIPALITY EXTERNAL VACANCIES.



The following positions are advertised, and applicants are invited to apply.

COMMUNITY SERVICES DEPARTMENT

Position: 1X LIBRARIAN
Job Id No 6/4/2/015)
Job level: 08
Salary: R 447,632.52 per annum

The job purpose of a Librarian is to provide a library and information services.

Key performance areas: A Librarian must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: • coordinate the obtaining quotations, the ordering and payment of material • Maintain library building, equipment (including furniture) and material (including books, magazines and newspapers.) • process and maintain library material e.g. books, magazines, cd's and DVD's • Administer library membership • Administer the issuing and receiving of library material e.g. books, magazines, cd's and DVD's • Monitor the SLIMS computerized lending system when is offline.

Requirements: B-Degree in Library and information science or equivalent library qualification. (NQF 7), Driver's License and 2 (two) years relevant experience.

CORPORATE SERVICES DEPARTMENT

Position: 1x SENIOR COMMUNICATION OFFICER
Job Id No: 4/3/1/001
Job Id Level: 04
Salary: R 663,942.48 per annum

The job purpose of Senior Communication Officer is to Coordinate Services within the municipality.

Key performance areas: The Senior Communication Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: • Coordinate Communications Campaigns and events • Coordinate and Monitor Communications Services • Coordinate Branding and Publications • Coordinate events Management • Coordinate Stakeholder relations • Staff Supervision •

Requirements: National Diploma in Public Relations, Media Studies, Marketing Communications, or related qualification to the field. (NQF 6) Driver's License and 3 years relevant experience.

Applications should be submitted 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 /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: 03 January 2025 at 15:00

Enquiries: Mr TE Selowa (015) 307 8284/8006

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

MR D MHANGWANA – MUNICIPAL MANAGER



GREATER TZANEEN MUNICIPALITY

WWW.GREATERTZANEEMUNICIPALITY.GOV.ZA

