



# GREATER TZANEEN Municipality VACANCY



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

## COMMUNITY SERVICES DEPARTMENT

1 X LIBRARY ASSISTANT  
(Job Id Number 6/4/4/007)

**Salary: R 359 075. 88 per annum (Job level 9)**

The job purpose of Library Assistant is to provide support in rendering of a library and information service to the community.

**Key performance areas:** The Library Assistant must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Render reference and general information service to the public. ▲ Educate and orientate public regarding the library/reading ▲ Provide support on the use of library computers and free Internet to the users. ♦ Prepare and maintain library material (eg. Books, magazines and newspapers) and equipment. ♦ Provide support in administering Library membership ♦ Provide support on administering the issuing and receiving of library material. ♦ Facilitate the booking of available rooms/halls.

**Requirements:** Grade 12, Certificate in Office Administration or relevant qualification and 1-year relevant experience

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***Applications should be submitted on the prescribed compulsory 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 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: 30 September 2022 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**