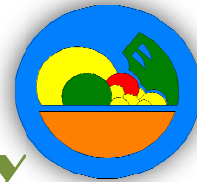




GREATER TZANEEN Municipality

VACANCY



Applications are herewith invited from suitably qualified persons for appointment in the following vacancy:

COMMUNITY SERVICES DEPARTMENT

**Librarian (Letsitele)
(Job Id Nr. 6/4/1/003)**

Salary: R287 968.08 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: ▲ *Managing, co-ordinating and reporting on library activities to ensure the smooth running of the service* ▲ *Performing administrative and human resources related activities to ensure the executing of administration functions and see to the wellbeing of the staff,* ▲ *Maintaining of library building, equipment (including furniture) and material (including books, magazines and newspapers) and ensure relevance of new acquisitions* ▲ *Administering membership to ensure that membership register is current and accurate* ▲ *Processing and maintaining library material eg. Books, magazines, cd's and dvd's to ensure that library material is ready for lending* ▲ *Administering the issuing and receiving of library material to ensure the smooth running of the lending function and the safe return of library material* ▲ *When the SLIMS computerized lending system is offline, the issuing and receiving of library material eg. Books, magazines, cd's and dvd's are administered manually to minimize inconvenience to the user* ▲ *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 provide an effective and efficient customer service to the community* ▲ *Educating and orientating public regarding the library / reading to enhance library awareness and ensure optimal use of available source* ▲ *Managing the library computers and free Internet, educates and orientates public regarding the use of computers, the Internet and the SLIMS-OPAC system* ▲ *Balances totals for cash received for membership, deposits, fines photocopies and lost library material and keeping record to ensure that all takings received are accounted for* ▲ *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: • Diploma in Library and Information Science or equivalent • Valid Driver's license • Three years' applicable experience. • Excellent interpersonal, communication and computer skills with good general knowledge and ability to work with children / learners.

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: 09 September 2016 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

