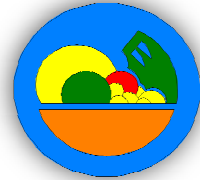




GREATER TZANEEN Municipality



VACANCY

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

Librarian (Mulati)
(Job Id Nr. 6/4/4/004)

Salary: R271 668.00 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.

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: ▲ *Performing work according to the work plan, routine activities to ensure the smooth running of the library* ▲ *Performing administrative and human resources related activities to ensure the executing of administration functions and see to the wellbeing of the staff;* ▲ *Seeing to the effective utilization and application of equipment and material to ensure the safekeeping and condition thereof* ▲ *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 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* ▲ *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 • 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: 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

