

MOGALAKWENA MUNICIPALITY

Mogalakwena Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

DEPARTMENT OF COMMUNITY SERVICES

SENIOR LIBRARY ASSISTANT (Ref. No. 1003CS) Mogalakwena Library

Duties:

Reporting directly to the Assistant Librarian, the incumbent will perform the following duties:

- Develop library collection • Render a reader guidance and reference service • Perform administrative duties
- Render a service by issuing and receiving books, book loans, records, CD's and periodicals • supervise staff • Market the library through awareness campaigns. Perform any other reasonable task.

Requirements:

Grade 12 plus Degree/Diploma in Library and information science. Knowledge of Papyrus library Software. The candidate must have 4 years experience in the library environment and must also be computer literate. A competency test will be written.

Salary Scale : R126 375,00 – R141 552,00 per annum.

ASSISTANT LIBRARIAN (Ref. No. 1102CS) Mogalakwena Library

Duties:

Reporting directly to the Divisional Head - Library services the incumbent will perform the following duties:

- Co-ordinate and control the activities and the operations of the library • Monitor the execution of procedural sequences or requirements to meet customer needs • Attending to the acquisition, organization of information and providing users with information from various media • Supervision and control of subordinates • Executing specific administrative sequences associated with the maintenance of assets, equipments and building • Participating in meetings and presenting information, opinions and advice • Promoting reader awareness through literacy campaigns • Perform any other reasonable task

Requirements:

Grade 12 plus Degree or Diploma in Library and information science. Knowledge of Papyrus Library Software .5 years experience in a supervisory post in a library environment. Be computer literate

Salary scale: R205 149,00 – R226 593,00 per annum

DEPARTMENT OF CORPORATE SUPPORT SERVICES DIVISIONAL HEAD: SUPPORT SERVICES (RE-ADVERTISED)

Duties:

Reporting directly to the Deputy Manager: Corporate Support Services. The incumbent will perform the following duties:

- Manage secretarial duties for council • Executing Council Resolutions • Provide Conveyancing and Deeds Office services • Property and Fleet Management • Maintenance of "Buildings and Halls • Manage archives • Manage divisional staff • Manage divisional budget • Management of SDA's and fleet management • Perform any other reasonable task

Requirements:

Grade 12 plus a Diploma/B Degree in Administration or equivalent qualification and 5 years relevant experience

Salary scale: R297 633,00

**FRONT DESK RECEPTIONIST
(RE-ADVERTISED)**

Duties:

Reporting directly to the Support Services Officer the incumbent will perform the following duties:

- Stationed at the front desk of the municipality
- Ensuring that the front desk is aesthetically pleasing
- Attending to visitors and their enquiries in a courteous manner
- Directing visitors to various offices
- Communication routine information to the enquirer referring to municipal calendar, directory and programs
- Registering visitors in a record book
- Perform any other reasonable tasks.

Requirements:

Grade 12, be computer literate, be fluent in English, Sepedi and Afrikaans, must have good communication skills and 2 years experience as front desk officer or receptionist. Must have a friendly and helpful attitude towards people.

Salary scale: R126 375,00 – R141 552,00

BENEFITS: As application to local municipality

Closing date: 28 February 2014

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments on the above-mentioned positions will be on the competency of the Municipal Manager and no canvassing will be allowed.

The compulsory Mogalakwena Municipality's application form and certified copies of qualifications should be completed and sent to The Acting Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. If there is insufficient space on the application form, a CV could be attached for additional information.

**Due to high crime rate/fraud enquiries should strictly be directed to:
Ms. Baloyi S S – (015) 491 9794 or Ms. L Mogano – (015) 491 9863**



54 Retief Street
Box 34
MOKOPANE
0600

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