



MOGALAKWENA LOCAL MUNICIPALITY

VACANCIES

"The Arterial City of Choice"

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

**DEPARTMENT OF COMMUNITY SERVICES
ASSISTANT LIBRARIAN (Ref. No. 1101CS) BAKENBERG LIBRARY**

Reporting directly to 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, equipment and building Participating in meetings and presenting Information, opinions and advice Promoting reader awareness through literacy campaigns

Requirements: Grade 12 plus National Diploma in Library and information science. Knowledge of Papyrus Library Software. 2 - 3 years' relevant experience. Computer literacy certificate Be a registered member of LIASA

Salary scale: R 369 615, 00 – R 408 252, 00 per annum

**SENIOR LIBRARY ASSISTANT (Ref. No. 1003CS)
(1 X Mahwelereng Library) (1 X Mogalakwena Library)**

Reporting directly to the Assistant Librarian, the incumbent will perform the following duties:
Develop library collection by determining shortage of materials. Cataloguing and classification of stock. Writing monthly reports. Balancing cash received at the end of each day. Render a reader guidance and reference service Perform administrative duties Supervise staff and Media Centre Market the library through awareness campaigns Monitor online services.

Requirements: Grade 12 plus National Certificate in Library and information science. Knowledge of Papyrus library Software. The candidate must have 1 - 2 years' experience in the library environment. Computer Literacy Certificate. Be a registered member of LIASA

Salary Scale: R 227 685, 00 – R 255 033, 00 per annum

**LIBRARY ASSISTANT (Ref. No. 1102CS)
MOGALAKWENA LIBRARY**

Reporting directly to the Senior Library Assistant, the incumbent will perform the following

duties: Perform duties relating to library collection, Render a reader service to the public and the Old Age home, Market the library services through outreach programmes and orientations, Perform administrative tasks, Processing new books. Controlling funds by taking money, supplying change and monies for the photocopy machine, membership fees and lost books.

Requirements: Grade 12. Be able to work with library resources and the public and must have 6 months experience working in the library.
Be computer literate.

Salary Scale: R 195 810,00 – R 223 752,00 per annum

Closing date: 19 March 2024

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.

**Due to high crime rate/fraud enquiries should strictly be directed to:
Ms. K Bontsi – (015) 491 9634 or Ms. S S Baloyi – (015) 491 9794**

The compulsory Mogalakwena Municipality's application form (obtainable from www.mogalakwena.gov.za or from the Mogalakwena Municipal offices) and certified copies of qualifications should be sent to The 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.

ONLY CANDIDATES WHO COMPLETE THE APPLICATION FORM IN FULL AND ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL BE CONSIDERED DURING SHORT LISTING.

PLEASE NOTE THAT FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.