

MOGALAKWENA MUNICIPALITY

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

DEPARTMENT OF COMMUNITY SERVICES LIBRARY ASSISTANT (Ref. No. 1102CS) (Mogalakwena Library)

Duties:

Reporting directly to the Senior Librarian 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
- Managing photocopy machine
- Perform any other reasonable task.

Requirements:

Grade 12 or equivalent. Be able to work with library resources and the public and must have 3 years experience working in the library.

Salary Scale: R 101 724, 00 – R 116 241, 00 per annum

GENERAL WORKER (Ref.No.4112CS) (5 posts in Mokopane, 1 post in Rebone and 1 post in Bavaria)

Duties:

Reporting directly to the Team Leader, the incumbent will perform the following duties:

- Perform manual tasks by digging and filling graves
- Perform manual labour tasks by marking sport field and preparing field for competitions
- Perform tasks in parks and gardens by weeding, planting and trenching flowerbeds
- Perform any other reasonable task.

Requirements:

Grade 8, be able to read and write. Be passionate about serving the community.

Salary Scale: R 67 335, 00 per annum

CLOSING DATE: 12 July 2013

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

NB: The language policy of the Council is English

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

Enquiries should be directed to:

Ms. K Bontsi – (015) 491 9634 OR Ms. S S Baloyi – (015) 491 9794

The compulsory Mogalakwena Municipality's application form and certified copies of qualifications should be 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.

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.



The Municipal Manager
S W Kekana
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 115 /2013
June 2013