



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

DEPARTMENT: CORPORATE SERVICES

POSITION: LIBRARIAN –BEROUW MODULAR LIBRARY

Basic Salary: R260 287,32

Requirements:

- Degree in library and Information Science or equivalent
- Computer Certificate
- 1 – 2 years' experience in the Library environment
- Drivers Licence
- Excellent interpersonal and computer skills
- General knowledge of library services

Reporting directly to the Manager ICT, the successful candidate will perform, among other things, the following duties:

- Market and promote the library services
- Research on user and prospective user needs
- Attend to circulation of library material and assist in other functions of the library
- Information storage, retrieval and reporting
- Manage the library and information services
- Monitor the library budget and give inputs to the library budget
- Monitor and verify the registration of membership on the system.
- Educating and orientating public regarding the library /reading to enhance library awareness and ensure optimal use of available source
- Supervise the public internet facilities
- Deal with all customer complaints and queries;

Detailed Curriculum Vitae, accompanied by covering letter and certified copies of qualifications and documents may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or P.O. Box 11 Utrecht 2980. For further information, you may contact the Human Resources Office at 034–331 3041.

Canvassing for appointment will automatically disqualify an applicant.

If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.

The Department: Corporate Services will not take responsibility for information not mentioned in the submitted application.

NO late application will be accepted.

NO e-mailed or faxed documents will be accepted.

The Department: Corporate Services will not be held be responsible for lost applications unless proof of submission can be supplied.

All applicants may be required to undergo proficiency test.

NO application shall be considered without certified copies of the original documents.

Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.

Reference checks will be done.

Applicants may be subjected to a vetting process.

Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.

CLOSING DATE: 28 MAY 2021



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MR S.S. DE KLERK
ACTING MUNICIPAL MANAGER