



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: LIBRARY ASSISTANT –BEROUW MODULAR LIBRARY

Basic Salary: R103 741,80

Requirements:

- Grade 12
- Computer Literacy
- One (1) year experience in the library will serve as an advantage
- Must be able to communicate in at least two (2) official languages
- Must be able to work with groups and individuals of all age groups including young children
- Required to work according to a roster thus include Saturdays
- Excellent interpersonal and computer skills

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

- General library and counter duties
- Book repairs and tidying of shelves
- Assist with presentation of holiday programmes
- Photocopies
- Telephonic renewals
- Assist with service to depots
- Community information and notice boards
- Assist with displays
- Overdue reminders
- filing
- 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