



HESSEQUA MUNICIPALITY

VACANCY

The Hessequa Municipality requires the services of a suitable person in the following vacancy:

Librarian: Heidelberg

(Ref: K016) T10 – R222 801 to R289 195 gross salary per annum.

Contract: Three year fixed term appointment

Requirements: B.Bibl or B degree with postgraduate LIS Diploma or B.Tech LIS or other comparable four year LIS degree with two year experience in a public library • Computer literate (Word, Excel, Spreadsheets, Internet) • Code B driver's license • Ability to work independently • Excellent interpersonal, oral and written communication skills • Library knowledge • Supervisory and management skills • Own transport will be an added advantage • Willingness to travel essential • Experience in a library information management system e.g. SLIMS will serve as a recommendation.

Duties: Provide an effective library service with professional support functions • Liaise with community organisations and educational institutions • Promote holiday and outreach programmes • Execute routine library and administrative tasks • Acquire information and library user guidance • Manage library material as assets • Manage the library in sequence with prescribed policies and procedures.

*** The Heidelberg Library mainly serves an Afrikaans speaking community. The suitable candidate must either be Afrikaans or be able to learn Afrikaans to communicate successfully with clients and school children.**

The Hessequa Municipality is an equal opportunity employer and encourage disabled, as well as people from the previous disadvantage groups to apply for vacancies. Candidates will be required to undergo a practical test.

A Municipal application form, as well as a CV is compulsory. Only certificates / documents as per minimum requirements may be attached. (CV's and applications larger than 4MB cannot be accommodated via e-mail)

Completed applications must be forwarded to Hessequa Municipality, Human Resources, PO Box 29, Riversdale, 6670 or via e-mail to applications@hessequa.gov.za or fax 086 518 7229. Incomplete applications will lead to disqualification. Receipt of applications will not be acknowledged and no supporting documentation will be returned. For any enquiries contact ms J Jansen at 028 713 7965.

Closing date: 25 July 2019

Applications received after the closing date will not be considered. Applicants whom are not notified by 31 October 2019, must accept that their applications were unsuccessful and that the application documents will be destroyed. Council reserves the right not to fill any vacancies.