



HESSEQUA MUNICIPALITY

VACANCIES

The Hessequa Municipality requires the services of suitable persons in the following vacancies:

- Library Assistant: Gouritsmond (Ref: GR003) T6 (5/8) – R70 818.00 gross salary pa.**
Library Assistant: Still Bay (Ref: K022) – T6 (4/8) R56 654.40 gross salary pa.

Requirements: Grade 12 • Computer literate (Word, Excel, Spreadsheets, Internet) • Good interpersonal, oral and written communication skills • Willing to work on Saturdays on a roster basis • Code B driver's license • Own transport will be an added advantage • Willingness to travel is essential • Two years' experience in a public library, will serve as a recommendation.

Duties: Plan outreach activities and holiday programmes • Assist with information enquiries and operational functions • Handle cash • Administrative tasks.

**Library Relief: Gouritsmond
(R25.00 per hour)**

Requirements: Grade 12 • Computer literate (Word, Excel) • Two months' experience in a public library, will serve as a recommendation.

Duties: Handle cash and enquiries • Prepare and issue block loans for schools • Maintain stock • Assist with school tasks • Present story hours for the elderly and school groups • Administrative tasks • Coordinate exhibitions • Prepare for Regional visits • Plan outreach activities • Front desk • Weeding of stock.

These are contract posts and not permanent appointments.

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 is compulsory, as well as CV. 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 A Groenewald at 028 713 7800.

Closing date: 31 August 2018

Applications received after the closing date will not be considered. Applicants whom are not notified by 31 October 2018, must accept that their applications were unsuccessful and that the application documents will be destroyed. Council reserves the right not to fill any vacancies.