HESSEQUA MUNICIPALITY

A CARING, SERVING AND GROWING HESSEQUA

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

*** Library Relief - Gouritsmond**
(Ref: Bib) R66.99 per hour.
Temporary contract: 01 December 2026 to 30 June 2028

Requirements: Grade 12 • Computer literate (Word, Excel) • Able to communicate in two of the official languages of the Western Cape • Two months' experience in a public library, will serve as recommendation.

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

***This is a temporary contract and not a permanent appointment.**

Instructions to applicants:

Applicants can register on the e-recruitment website and submit their applications online.
(https://munrec.collaboratoronline.com/SitePages/Home.aspx)

Application forms can also be downloaded at www.hessequa.gov.za. This application can be submitted electronically to applications@hessequa.gov.za. Application forms can also be hand delivered at any Hessequa Municipal Office or posted to Human Resources, PO Box 29, Riversdale, 6670.

The Municipality is an equal opportunity employer and abides by the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets, but this will not be the only criteria applied. All applications are subject to reference checking, verification of qualifications and criminal checking. By applying for this position at the Municipality, you give consent for these checks. Applications received after the closing date or received without the application form required, will not be considered. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality, will disqualify applicants. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date. Placement of candidates for work can be done in any area of Hessequa. This includes: Witsand, Slangrivier, Heidelberg, Riversdale, Still Bay, Albertinia and Gouritsmond. Applications within the Hessequa Municipal Area will receive preference. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application, you confirm that the information you have provided is true, correct and up to date. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance agreement. Candidates that arrive late for interviews will be disqualified. The Municipality reserves the right not to make an appointment.

Closing date: 13 November 2026

Contact Person: Ms Jonecia Jansen at 028 713 7965