



## MANDENI LOCAL MUNICIPALITY CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of the Mandeni Municipality within the Community Services Department – Mandeni Municipalities Libraries. The candidate will be stationed in Mandeni Library.

### LIBRARY ASSISTANT

Basic Salary: Task Grade 8 (R 147 096 – R 190 932 pa)

REF : PN 13/2018

### MINIMUM REQUIREMENTS

- The applicant should have a grade 12 certificate;
- Qualification or studying towards Library and Information studies, as well as the previous Library working experience will be an added advantage.
- The applicant must have good communication skills, be computer literate, and must have the ability to work with the community.

### DUTIES

The successful candidate will be expected to perform the following duties::

- Retrieval of borrowed books
- Assisting library users with information searching and learners with schools projects
- Filing of library books into sequential order both numerically and alphabetically
- Make follow-up on unreturned item
- Assisting with selection and all other library activities
- The successful candidate will assist Tertiary students with assignments and other Research projects.

### Executive Committee



- The successful candidate will also assist in the Library Internet Cafee, Library Toys and Gamming

**BENEFITS:**

Pension fund, medical aid, attractive leave conditions and 13<sup>th</sup> cheque, and subject to certain conditions, a housing subsidy.

**Enquiries must be directed to:** Ms. BL Zondo (Manager Human Resources and Employee Relations); tel: (032) 456 8200.

**Please forward your application form and full CV with certified photocopies of certificates, quoting the relevant reference number to: Human Resources, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.**

The closing date for applications will be **Friday, 23 February 2018 at 12: pm** if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: The Municipality is an equal opportunity affirmative action employer and reserves the right not to make appointment.**

  
SG KHUZWAYO  
MUNICIPAL MANAGER