



## **MANDENI LOCAL MUNICIPALITY INTERNAL / EXTERNAL VACANCY**

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

**DEPARTMENT : COMMUNITY SERVICES**  
**POSITION : ASSISTANT LIBRARIAN**  
**TASK GRADE : T10**  
**SALARY NOTCH : R 212 469.48 per annum**  
**SALARY SCALE : (R212 469.48 pa – R 275 800.56pa)**  
**CLOSING DATE : FRIDAY, 18 OCTOBER 2019 @ 12H00**  
**REF NO : PN 59/2019**

### **MINIMUM REQUIREMENTS:**

- Grade 12 plus National Diploma in Library and Information Sciences or equivalent qualification
- Computer Literacy
- Code B/EB Driver's License
- 1-2 years Library/Public Services experience
- Excellent verbal and written communication skills
- Excellent writing skills

### **DUTIES:**

- Retrieval of borrowed books
- Assist Library users with information searching
- Assist students with school projects and assignments
- Ensure the accurate maintenance of the Library database and books
- Ensure filing of all Library books in accordance to Library Referencing
- Participate in Library book selection and content
- Participate in Library orientation

### **BENEFITS:**

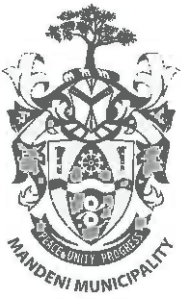
All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

### **DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application**

Executive Committee

Cllr. TP Mdalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. SB Zulu | Cllr. MS Mdunde | Cllr. M Shelembe



**form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** 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. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.**

  
SG KHUZWAYO  
MUNICIPAL MANAGER

DATE: 30/09/2019