



MANDENI LOCAL MUNICIPALITY 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 AND PUBLIC SAFETY
POSITION : LIBRARY ASSISTANT (MODULAR LIBRARY)
TASK GRADE : T08
SALARY NOTCH : R167 624 per annum
SALARY SCALE : (R167 624 pa – R217 581.72 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : TUESDAY 28 JULY 2020 @12:00
REF NO : PN 41/2020

MINIMUM REQUIREMENTS:

- Grade 12
- 1-2 years' experience in a Library environment

SKILLS:

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Ability to work with the community

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

Cllr TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr LB Magwaza (Speaker) Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdlletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



- The successful candidate will also assist in the Library Internet Cafe, Library Toys and Gaming

BENEFITS:

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

DIRECTIONS TO CANDIDATES:

Inquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to Human Resources, via email: recruitment@mandeni.gov.za.** 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 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. People living with disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 17/07/2020