



**MANDENI LOCAL MUNICIPALITY
INTERNAL AND 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 (GAMING AND TOYS)
TASK GRADE : T08
SALARY NOTCH : R178 101 per annum
SALARY SCALE : (R 178 101 pa – R 231 180 pa
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY; 12 MARCH 2021 @12:00
REF NO : PN 04/2021

MINIMUM REQUIREMENTS:

- Grade 12
- 1-2 years' experience in a Library environment
- Studying towards Library and Information Science Qualification will be an added advantage

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 items

Executive Committee



- Assisting with selection and all other library activities
- The successful candidate will assist Tertiary students with assignments and other Research projects.
- 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:

Enquiries 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 and 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 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. First preference will be given to the residence of MANDENI


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 22/02/2021