



**MANDENI LOCAL MUNICIPALITY
ADVERTISEMENT
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 AND PUBLIC SAFETY
POSITION : ASSISTANT LIBRARIAN
(PERMANENT APPOINTMENT)

TASK GRADE : T10

SALARY NOTCH : R 258 334 per annum

SALARY SCALE : (R 258 334 pa – R335 336 pa)

(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)

CLOSING DATE : FRIDAY, 01 SEPTEMBER 2023 @12:00 PM
REF NO : PN 82/2023

MINIMUM REQUIREMENTS:

- Matric Certificate
- National Diploma in Library and Information Sciences or equivalent qualification
- Computer Literacy skills and must be familiar with library management systems
- 2 years Library/Public Services experience
- Valid Driver's License

SKILLS:

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

DUTIES:

- Retrieval of borrowed books
- Assist the Librarian with administrative and managerial duties

Executive Committee

Cllr. TP Mdloshe (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shalembe | Cllr. MS Mdunge | Cllr. M. Mthembu



- 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 Manager: Human Resource and Administration; tel: (032) 456 8200. Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website 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. Certified copies of certificate will be submitted by the shortlisted candidates. 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. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councilors 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: 10/08/2023