



**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 : LIBRARY ASSISTANT
(PERMANENT APPOINTMENT)
TASK GRADE : T08
SALARY NOTCH : R 203 808 per annum
SALARY SCALE : (R 203 808 pa – R 264 550 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY;09 FEBRUARY 2024 @12:00 PM
REF NO : PN 124/2023

MINIMUM REQUIREMENTS:

- Matric Certificate
- Any post matric qualification in social sciences
- Studying towards Library Information Science Qualification and 1-2 years' experience in Library environment 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 item
- 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 Cafee, Library Toys and Gamming

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 Director Corporate Services; 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 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: 23/01/2024