



## 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 AND PUBLIC SAFETY**

**POSITION : LIBRARIAN (PERMANENT APPOINTMENT)**

**TASK GRADE : T12**

**SALARY NOTCH : R 376 271 per annum**

**SALARY SCALE : ( R 376 271 pa – R 488 420 pa)**

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

**CLOSING DATE : FRIDAY, 15 NOVEMBER 2024 @ 12:00**

**REF NO : PN 106/2024**

### MINIMUM REQUIREMENTS:

- Grade 12 certificate plus National Diploma / Degree in Library and Information Studies
- 2-3 years library working experience
- Valid driver's licence

### KNOWLEDGE, SKILLS & COMPETENCIES:

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

### DUTIES:

- Management and Supervision of Mobile Library Staff.
- Issuing, returning mobile library books, and follow up on unreturned items while creating a user-friendly environment in the mobile library.
- Promoting and marketing the mobile library to local schools as a way of encouraging reading habits.
- Providing library education to the mobile library users.
- Facilitating library education to local schools visiting the mobile library.
- Responsible for the computers and encourage active participation from the public.
- Writing monthly report on the progress of mobile library activities.



- Working together with the Chief Librarian in drafting library applicable policies, programmes and procedures.
- Exchanging of books quarterly to the Coastal Depot.
- Organize children and youth activities as way of promoting reading.
- Classification and cataloguing of mobile library books.
- Monitoring of users' needs and responding through service delivery.

**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.

**DATE:** 01/11/2024  
**SG KHUZWAYO**  
**MUNICIPAL MANAGER**

**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.**

**DIRECTIONS TO CANDIDATES:** Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. Apply online using Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) and attach full CV, photocopies of certificates, quoting the relevant reference number and proof of residence obtained from respective ward councillors. Certified copies of certificates will be required from the shortlisted candidates. If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. Mandeni residents will be given first preference.