



MANDENI LOCAL MUNICIPALITY CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of the Mandeni Municipality within the Community Services Department – Mandeni Municipalities Libraries (Modular Library).

LIBRARY ASSISTANT (2 YEAR CONTRACT)

Basic Salary: Task Grade 8 (R 147 096 – R 190 932 pa)

REF : PN 15/2018

MINIMUM REQUIREMENTS

- The applicant should have a grade 12 certificate;
- Qualification or studying towards Library and Information studies, as well as the previous Library working experience will be an added advantage.
- The applicant must have good communication skills, be computer literate, and must have the ability to work with the community.

DUTIES

The successful candidate will be expected to perform the following 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



- The successful candidate will also assist in the Library Internet Cafee, Library Toys and Gamming

Enquiries must be directed to: Ms. BL Zondo (Manager Human Resources and Employee Relations); tel: (032) 456 8200.

Please forward your application form and full CV with certified photocopies of certificates, quoting the relevant reference number to: Human Resources, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.

The closing date for applications will be **Friday, 23 February 2018 at 12: pm** 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.


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SG KHUZWAYO
MUNICIPAL MANAGER