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2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

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.

ASSISTANT LIBRARIAN (2 YEAR FIXED-TERM CONTRACT)

Basic Salary: Task Grade 10 (R 186 450 – R 242 025 pa)

PN 68/2017

REQUIREMENTS:

- Senior Certificate
- National Diploma in Library and Information Sciences or equivalent qualification
- Computer Literacy
- Code B/EB Driver's License
- 1-3 years Library/Public Services experience
- Excellent verbal and written communication skills
- Excellent writing skills

DUTIES:

- Retrieval of borrowed books
- Assist Library users with information searching
- 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

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

Please forward your application form and full CV with certified copies of certificates, 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.

Executive Committee

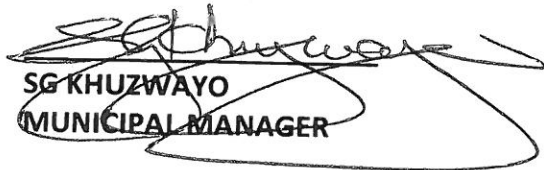
Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. X Mdeishe | Cllr. MS Mdunge | Cllr. M Shelembe



The closing date for applications will be **Friday, 10th November 2017 not later than 12:00 midday**, 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.


SG KHUZWAYO
MUNICIPAL MANAGER