



A BETTER PLACE FOR ALL

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Creighton, 3263

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**ADVERTISEMENT
COMMUNITY & SOCIAL SERVICES DEPARTMENT**

Position : ASSISTANT LIBRARIAN
Remuneration : R 181 000.00 P.A Plus Normal Benefits

Minimum Requirements:

- Senior Certificate (Grade 12)
- National Diploma in Library and Information Sciences or any other relevant qualification.
- A minimum of 2-3 years' experience in a public library environment.
- Good verbal and written communication skills in both English and IsiZulu.
- Administrative and Public Relations abilities.
- Broad knowledge and interest in reading.
- Valid Driver's Licence.

Key Performance Areas:

The successful candidate will be performing the following duties:

- Assist in rendering an effective library service to the community
- Assist with the general running of the library and control of a staff.
- Build a balanced library stock.
- Provide assistance to users.
- Ensure outreach activities and programmes are organized and implemented.
- Participate in the daily operation of library – information dissemination, financial procedures, desk duty, and registration of patrons, computer work and administration.
- Communicate and liaise with relevant institutions and stakeholders.
- Coordinate and control tasks/activities associated with controlling personnel performance and discipline.

Enquiries: Mr S. A Radebe 0605218374 \ (039) 833 1038 (During working hours 08h00 to 16h30)

Please note: A signed application letter, certified copies of your academic qualifications, ID, Driver's license, and a detailed copy of your curriculum vitae with three references must accompany your application.

NB: No faxed OR emailed applications will be accepted. Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month of closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

Please forward your application to Mr N C Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).

CLOSING DATE: 23rd OCTOBER 2020 AT 16:00 PM

Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representativity in terms of race, gender and disability. Candidate whose appointment will promote representativity will be given preference.



**N C VEZI
MUNICIPAL MANAGER**

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