

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

Librarian Assistant X01

Salary: R 150 687,96 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13th Cheque)

Requirements

- Matric Certificate and CompTIA accredited A+ certificate (N+ will be added as advantage)
- 2 years relevant experience
- Computer Literate
- Good Communication Skills (Verbal and writing)

Responsibilities

- Serve patrons of the library using high quality customer service practices
- Check library materials in and out, issuing library cards, taking fines and payments for lost or damaged materials
- Update library customer records and place holds
- Handle issues related to overdue and library customer's circulation record
- Receive payments, provides receipts, balance and reconcile cash amounts
- Maintain and process cash records according to established procedures
- Provide information on policies, procedures, local and system wide services, programs and materials
- Answer directional, informational, readers' advisory, and basic reference questions

Enquiries in respect of the above position should be directed to Librarian: Mrs ZP Kunene (036) 448- 1103 during office hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:

**THE MUNICIPAL MANAGER
OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is **29 November 2018, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

**Ms Y. P JOYI
Acting Municipal Manager**