

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

Satellite Library Assistant X01 (Post Situated on Ward 03 @ Mpumelelo Craft Center)

Salary: R 2800, 00 Per Month

REQUIREMENTS:

- Grade 12 (NQF) Level 03
- Provide a comprehensive information service to local communities through established libraries
- Assisting educating the public and enhance the reputation of Okhahlamba Municipality and KZNPLS
- Establishing need requirements from members and liaising with senior Librarian to establish availability.
- Additional qualification related to the post will be an added advantage
- Computer Literacy
- Good communication skills in IsiZulu and English
- Be able to work with minimal - no supervision
- Be able to produce report monthly basis

RESPONSIBILITIES:

- An overall management of the service (MLU)
- Keep records of all books and produce monthly reports
- Liase with the Librian (Bergville) for innovative ideas
- Communicating with new existing users, establishing the nature of the enquiry issuing registration forms, new membership's cards.
- Maintaining the computer database of user details and accessing specific fields to elicit information on overdue books and proceedings with notification and execution of specific recovery sequences.
- Shelving books in accordance with allocation (fiction/non-fiction, author reference)
- Conducting stock counts of Library material and/or removing outdated books from shelves and updating computerized database
- Creating, arranging and setting up displays of new books using print and artistic techniques to design posters advertising the content and characters of the books
- Interacting with students on specific research topics and making available list of references material list available in the library and details of suggested books the subject available from other sources (internet , bookshops)

Enquiries in respect of the above position should be directed to the Librarian: Mrs Z.P. 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 and in the HR Office, should be sent to:

NB: Applicant should be strictly based on Ward 03.

**OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is **03 February 2020, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.

**Mr S.N Malinga
MUNICIPAL MANAGER**