



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
Notice Nr: 118/2024
EXTERNAL STAFF VACANCIES

Reference Nr: Korp 72/118/2024

LIBRARIAN: KORP 72 – WC0531090: CHURCH STREET LIBRARY
DEPARTMENT: CORPORATE SERVICES

Job Purpose:

To directly assist the public in accessing the library's resources to satisfy their information needs and reference enquiries; to ensure the development and maintenance of a balanced and relevant collection; to participate in programmes aimed at developing and strengthening a reading and learning culture; to create and utilise opportunities to promote the services the library has to offer and to perform administrative tasks to ensure that the library functions effectively.

Basic Requirements:

- Assistant Librarian: 3 - year Library Science or Information Management post matric qualification;
- Librarian: B.Bibl / B.LIS / B. Tech: LIS / B. Inf (Hons) or PGDip LIS or equivalent 4-year post matric qualification;
- Computer literacy; and
- Registered member of LIASA.
- Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 pages 482 to 495 Level 2 and Norms and Standards for Public Libraries in the Western Cape drafted by the Norms and Standards Committee, Author: Ronel Mouton

Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf for municipal staff regulations

Experience: 2 – 3 years practical experience in a public library and experience as part of the academic program.

Key performance areas:

Customer Focused Service Delivery *Acquisition, Organisation and Availability of Information *Promoting Reader Awareness and Supporting User Needs *Liaise with relevant institutions, persons stakeholders *Provide specific administrative and reporting requirements associated with operational key performance and result indicators *Coordinate Counter Services *Handling and recording money matters *Responsible for the library stock received *Providing a press-cutting service *Formal and Informal Reporting

Salary: T10: R20 799, 87 pm

R249 598, 41 to R323 996, 48 per annum Plus Benefits

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Completed applications, accompanied by certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

THIS CLOSING DATE IS REVISED FROM FRIDAY 09 August 2024 at 12:00 DUE TO PUBLIC

HOLIDAYS

NEW CLOSING MONDAY: 12 AUGUST 2024 at 16H00

Job Related Enquiries: Mr. N January – 023-4148100/ 7519

General Enquiries: Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190
Angilo Jacobs – 023-4147550

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned Complete Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970
Or email to

erecruit@beaufortwestmun.co.za

DE WELGEMOED
MUNICIPAL MANAGER

22 July 2024