



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
NOTICE NR. 57/ 2022
STAFF VACANCY: SENIOR LIBRARIAN: MIMOSA LIBRARY
DEPARTMENT: CORPORATE SERVICES

Job Purpose:

To coordinate the operations of the library and monitor the execution of procedural sequences/ requirements associated with aligning standards to meet customer objectives, attending to the acquisition, organization of information and, interacting and providing users with information from various media, creating an environment conducive to learning through the arrangement of displays and signage of new library materials and attending to administrative reporting and record updating requirements.

Requirements:

Degree or Diploma in Library Information Science or Related qualification (NQF L 7- NQF L6)

Skills Required and Experience:

- Communication skills *Basic computer competency *Must be able to use the Internet *Bilingualism *Public relations skills *Supervisory skills *Code B Driver's license *Interpersonal skills
Plus 3 years' supervisory experience is essential in that it gives the incumbent a working knowledge of a library

Other requirements:

Good sight, hearing and speech ability with the ability to perform manual operations.

Responsibilities / Duties:

- Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline
- Co-ordinates and executes specific procedural applications associated with the acquisition, organization and communication of information
- Co-ordinates specific activities associated with promoting reader awareness and interest and, provides information to users
- Liaise with relevant institutions, persons and stakeholders
- Co-ordinates specific administrative and reporting requirements associated operational key performance and result indicators
- Informal Reporting & Formal Reporting
- Perform any other related duties as instructed by supervisor

Salary: T12: R26 220.00 pm

R314 649.00 to R408 434.00 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. Originally completed applications, accompanied by originally-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. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted. 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. No applications via fax or e-mail will be considered unless the original application & documents are received on/before the closing date.

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.

CLOSING DATE : FRIDAY 03 June 2022 at 12:00

Job Related Enquiries: Mr. N January – 023-4148100/ 8163

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 vacancy must be sent to/handed in at –

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

MJ Penxa
Municipal Manager