

**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL/EXTERNAL**

- Job Notice Number: 45 / 17
1. Job Title: **LIBRARIAN (3 year contract)**
- Department: COMMUNITY SERVICES
- Number of Positions Available: 1
- Remuneration: **TG12** : R295 668 per annum (excluding benefits)
- Appointments requirements: Must be in possession of a 3 year Diploma/ B Degree in Library Information Science or Higher Educational Diploma (NQF 6) tertiary qualification. At least two years working experience in the Library information field. Excellent communication (both written and verbal) and interpersonal skills. Valid Driver's License, Code 8 is compulsory. Computer Literate: sound analytical and language skills. Experience in working with children. Project Management experience and proof of projects. Promotion, marketing and exhibitions
- Personal Attributes/competencies: An ability to work individually as well as in a team. Must be able to work under extreme pressure.
- Duties: Prepare and coordinate library programmes and projects at all libraries. Co-ordinate the acquisition of material needed to present programmes. Compile written reports on programmes presented and on job related issues. Conduct audits on assets and reports on findings. Conduct assets verification and control (Asset Management). To creatively initiate, plan, develop and implement after consultation with stakeholders outreach programmes according to need and after research is conducted. Promote and market the libraries through exhibitions.
2. Job Title: **ASSISTANT LIBRARIAN (3 year contract)**
- Department: COMMUNITY SERVICES
- Number of Positions Available: 2
- Remuneration: **TG 10**: R212 124 per annum
- Appointments requirements: Diploma in Library and Information Services. Applicable experience will be an advantage. Computer Literate. Excellent interpersonal skills. Must be efficient and effective. Must have good eyesight and be healthy. Must have a valid driver's license.
- Personal Attributes/competencies: An ability to work individually as well as in a team. Must be able to work under extreme pressure.
- Duties: Be able to conduct all library activities and required functions so that the public has access to the library. Required to provide efficient, effective and well versed information to the public. Be able to conduct all administrative activities so that information to the public is assessable
3. Job Title: **LIBRARY ASSISTANTS (3 year contract) (Kwa Zenzele and Heidelberg)**
- Department: COMMUNITY SERVICES
- Number of Positions Available: 2
- Remuneration: **TG 7**: R148 632 per annum

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Appointments requirements: Matric with one year library experience will be advantageous. Must be computer literate.

Personal Attributes/competencies: An ability to work individually as well as in a team. Must be able to work under extreme pressure.

Duties: Conduct general library administration so that required information is available. Assist with library projects and programmes. Ensure that the community has access to information.

4. Job Title: **FINANCIAL OFFICER GRANTS, INVESTMENTS & LOANS**

Department: FINANCE

Number of Positions Available: 1

Remuneration: **TG 11:** R250 428 – R325 092 per annum (excluding benefits)

Appointments requirements: The successful incumbent must have NQF Level 7 National Diploma/ Degree in Financial Management and Accounting. National Certificate NQF level 6 Municipal Finance Management. Must be computer literate with a minimum of 1- 2 years accounting administrative experience. Must have a valid driver's license.

Personal Attributes/competencies: Understanding of the applications of laid down procedures and guidelines. Excellent communication and interpersonal skills. Proactive and decisive under pressure.

Duties: Attends to procedural and clerical requirements supporting the municipality administration. Assist the Chief Finance Officer with information required for loans and bridging finance by negotiating with financial institutions, thus securing the most advantages terms regarding interest rates and repayment periods. Evaluates and recommends funding sources to senior management. Monitors municipal and other agencies for potential opportunities. Review grant and contract proposals for accuracy, completeness, and compliance with internal policies. Responsible to monitor and where necessary, audit grant expenses.

5 Job Title: **DIVISIONAL OFFICER FIRE OPERATIONS**

Department: COMMUNITY SERVICES

Number of Positions Available: 01

Remuneration: **TG 13:** R332 844 – R432 096 per annum (excluding benefits)

Appointments requirements: Grade 12, National Diploma in Fire Technology or equivalent, Fighter 1 & 2, Hazmat Awareness & Hazmat Operational. Basic Life Support registered with the HPCSA. Code C Driver's license with valid PrDP and a minimum of 2 years experience as a station officer.

Department: COMMUNITY SERVICES

Number of Positions Available: 01

Remuneration: **TG 13:** R332 844 – R432 096 per annum (excluding benefits)

Appointments requirements: Grade 12, National Diploma in Fire Technology or equivalent, Fighter 1 & 2, Hazmat Awareness & Hazmat Operational. Basic Life Support registered with the HPCSA. Code C Driver's license with valid PrDP and a minimum of 2 years experience as a station officer.

Personal Attributes/competencies: To manage, control and administer the fire prevention and fire ground operations within Lesedi Local Municipality .Must have integrity, be stress tolerant, persistent, initiative and adaptable/flexible work styles.

Duties: To prepare and consolidate reports and documentation to be submitted to Chief Fire & Disaster. Execute applicable statutory requirements and amendments. Assessment of building plans. Respond to life threatening emergencies. Manage permits for Flammable Liquids and Substances registration. Participation in the incident management system. Perform standby duties after hours in the line with council policies. Manage the maintenance of all operational resources within the department. Perform specific activities associated with the provision of support at work sites.

Contact person: Teboho Tsoku

Telephone: 016 492 0099

Applications must be lodged at: Enquiries or P.O Box 201
Corner H F Verwoerd and Louw Street Heidelberg
Heidelberg 1441
1438

Closing Date: **23** January 2018

The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship, qualification and employment verification). Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. Successful candidates will be appointed on probation of six (6) months. Applications must be submitted on the prescribed Application for Employment form (*obtainable from www.lesedilm.gov.za*).

. Lesedi Local Municipality reserves the right to appoint a successful candidate.

