

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

- Job notice number: **17/2018**
1. Job Title: **LIBRARIAN - CATALOGER (3 year contract)**
- Department: **COMMUNITY SERVICES**
- Number of Positions Available: **2**
- Remuneration: **R258 867 per annum**
- Appointments requirements: **Must be in possession of a 3 year Diploma/ B Degree in Library Information Science. 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. Must be computer literate. Experience in working with children. Project management experience with proof of projects that were done successfully.**
- 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: **LIBRARIAN (3 year contract)**
- Department: **COMMUNITY SERVICES**
- Number of Positions Available: **4**
- Remuneration: **R258 867 per annum**
- Appointments requirements: **Must be in possession of a 3 year Diploma/ B Degree in Library Information Science. 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. Must be computer literate. Experience in working with children. Project management experience with proof of projects that were done successfully.**
- 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.**

KINDLY NOTE

Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks/security checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). **APPLICATIONS: To**



apply interested candidates must submit a fully completed application form obtained from our website: www.lesedi.gov.za. Attach a signed application letter, a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver's license and Identity Document to the Human Resource Office. **Faxed, emailed or applications not made on the applicable application form will not be considered.** Lesedi Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. If you do not hear from us within 90 days after the closing date, kindly accept that your application was unsuccessful and communication will be limited to shortlisted candidates. Applications in sealed envelopes must be hand-delivered to the Human Resource Office: Corner HF Verwoerd and Louw Street, Heidelberg during office hours only.

All enquiries relating to job content can be directed to the **Senior Human Resource Practitioner, Ms Nerina Ramsammy @ Tel 016 492-0207 nerinar@lesedi.gov.za or Mr Teboho Tsoku @ Tel 016 492 – 0099 tebohot@lesedi.gov.za** during office hours.

Applications to be posted to:

P.O Box 201
Heidelberg
1438

Closing date: 2 May 2018

