

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

1. Job Title: **ASSISTANT LIBRARIAN (3 year contract)**
- Department: COMMUNITY SERVICES
- Number of Positions Available: **2**
- Remuneration: **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.
2. Job Title: **INFORMATION & COMMUNICATION TECHNOLOGY SPECIALIST (3 year contract)**
- Department: COMMUNITY SERVICES
- Number of positions available: 1
- Remuneration: **R 258 876 per annum**
- Appointments requirements: Must be in possession of A+, N+ or MCSE qualification and relevant Hands on experience. Experience of MS Office, Projects and Windows Operating system. At least 2 years' experience in desktop and network support. 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: Assist in the implementation of the Library Management System. Maintain and support the Library Management System. Provide Technical support to various libraries in Lesedi. Ensure effective and Efficient functioning of all IT related equipment in all libraries. Assist With the collection of data and compilation of reports. Provide relevant Computer training to all library staff. Act as technical resource in Assisting users to resolve problems with equipment and data. Compile written reports and manage projects and deal with work related conduct asset verification and control as well as audits of assets and report findings

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: 6 July 2018