

## EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

### SOCIAL DEVELOPMENT

#### ASSISTANT LIBRARIAN

Salary Scale: R170 784. 72 – R220 125. 00 Per Annum

Applicable benefits: Medical aid, Pension, 13<sup>th</sup> cheque and homeowner's allowance.

#### Minimum requirements:

- Grade 12 Certificate.
- Plus Degree/National Diploma in Library and Information Science.
- 3 Years' Experience in a library environment.
- Computer Literacy.
- Ability to Communicate in IsiZulu and English.

#### Key performance areas:

- Coordinate and control the activities and operations of the library.
- Monitor the execution of the procedural sequence or requirements to meet the customer needs.
- Attend to the acquisition and organisation of information and provide users with information from various media.
- Execute specific administrative sequences associated with the maintenance of assets, equipment and buildings.
- Perform any other task as directed by the Supervisor.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and identity Document, must be forwarded to: The Municipal Manager, P.O. Box 132, Ixopo 3276 by not later than 16h00 on Friday 13 October 2017. Faxed/Email applications will not be accepted. If you do not hear from the council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HRD Officer, Ms N.P. Zuke at (039) 834-7700.

Council reserves the right not to make any appointment into the above-mentioned position.

  
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G.M. Sineke  
Municipal Manager