

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

**SOCIAL DEVELOPMENT DEPARTMENT**

**LIBRARIAN**

**SALARY SCALE: R227 000 Per Annum**

Applicable benefits: Medical aid, pension, 13<sup>th</sup> cheque, home owner's allowance

**Minimum Requirements**

- Grade 12 Certificate
- Bachelor's Degree/National Diploma in Library and Information Science
- 5 years' experience in public library environment
- Advanced library management and report writing skills
- Sound knowledge of library policies and procedures.
- Excellent communication skills
- Advanced computer literacy
- Knowledge of the means to establish user needs and broad knowledge and interest in reading
- Initiative, adaptability and advocacy skills
- Successful candidate will be required to work on Saturdays
- A valid driver's license

**Key Performance Areas**

- Liaise with KZN Library Service, communities and librarians regarding library provision.
- Perform supervision and control of all branch libraries and ensure the libraries are effectively managed.
- Oversee budgets and library maintenance.
- Coordinate reporting and statistics with KZN Library Services and relevant Managers.
- Ensuring outreach activities and programmes are organized and implemented.
- Management and reporting requirements associated with this post requires in depth understanding, knowledge and application of library principles, acceptable practices, policies and procedures.

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, and IXOPO 3276 by not later 16h00 on Friday, 30 September 2016. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.**

All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.

**Council reserves the right not to make any appointment/appointments into the abovementioned positions.**

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**GM SINEKE  
MUNICIPAL MANAGER**