



# THEMBELIHLE

Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

✉ Private bag X3 HOPETOWN  
8750

Church Street HOPETOWN  
8750

☎ (053) 2030005/8

Fax (053) 2030490

**Thembelihle Municipality, an equal opportunity, affirmative action employer, is awaiting the applications for the following positions.**

## **TWO ASSISTANT LIBRARIANS: STRYDENBURG PUBLIC LIBRARY (1) AND HOPETOWN LIBRARY (1)**

### **REQUIREMENTS**

|   |   |
|---|---|
| ▪ A Grade 12 Certificate (Matric)                       | ▪ Good interpersonal and communication skills                   |
| ▪ Attention to detail and be able to work independently | ▪ Ability to interact with people at various and diverse levels |
| ▪ Ability to work under pressure                        | ▪ Good public relations   |

### **DUTIES: KEY PERFORMANCE AREA**

|   |   |
|---|---|
| ▪ Administrative duties                           | ▪ Reference duties                      |
| ▪ Stock control                                   | ▪ Financial Administration              |
| ▪ Organise exhibitions                            | ▪ Assist in school and special projects |
| ▪ Provide effective and efficient counter service |   |

**BENEFITS:** Appointed on one year contract under the Library Transformation and Development Grant at least at the minimum scale as prescribed by the SA Local Government Bargaining Council.

**Closing Date: Wednesday 25<sup>th</sup> June 2014 at 16H00**

*Hand in your CV, and copies of your Grade 12 certificate and ID document to the municipality's Strydenburg Office, Liebenberg Street OR Hopetown Head Office, Church Street.*

*No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful. Thembelihle Municipality reserves the right NOT to make any appointments.*

**For any enquiries contact Mr Y.M. Goibaiyer on Tel: 053-2030005/8/442**



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## **TWO CLEANERS: STRYDENBURG PUBLIC LIBRARY (1) AND STRYDENBURG DEETLEFSVILLE LIBRARY (1)**

### **REQUIREMENTS**

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Good interpersonal and communication skills</li> </ul>           | <ul style="list-style-type: none"> <li>▪ Good public relations</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Attention to detail and be able to work independently</li> </ul> | <ul style="list-style-type: none"> <li>▪ Ability to interact with people at various and diverse levels</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ Ability to work under pressure</li> </ul>                        |   |

### **DUTIES: KEY PERFORMANCE AREA**

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Daily cleaning of libraries and toilets</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Ensure these areas stay clean during the day and that toilet paper and personal hygiene materials remain available throughout the day.</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ Prepare tea/coffee/water or other drinks when instructed to</li> </ul>                                | <ul style="list-style-type: none"> <li>▪ Prepare the halls for meetings including arranging chairs and/or tables</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ Report on a daily basis any damages and shortages</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Water plants inside the building</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Any other tasks and reasonable instructions from the immediate supervisors and management.</li> </ul> |  |

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## ONE GROUNDSMAN: HOPETOWN LIBRARY (1)

### REQUIREMENTS

- Good interpersonal and communication skills
- Attention to detail and be able to work independently
- Ability to interact with people at various and diverse levels
- Ability to work under pressure
- Good public relations

### DUTIES: KEY PERFORMANCE AREA

- General worker duties
- Trim trees, sawing branches, cutting/planting grass, watering plants/trees/flower beds
- Safe keeping and maintenance of tools and equipment used
- Cleaning and maintaining worksite areas
- Any other reasonable instructions issued by supervisors and management

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