



THEMBELIHLE

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

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**
Library Services, attention m
✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 203 0005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

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

VACANCY: LIBRARIAN HOPETOWN LIBRARY (1)

**1 year contract financed by the Library Transformation and Development Grant
2018/2019**

REQUIREMENTS:

- National Diploma in Library Services or Equivalent
- Code EB Driver's License
- Management, supervisory and organizing skills
- Good interpersonal and communication skills
- Be able to work independently
- Computer literate (MS Word | Excel/ Power Point)
- Good Afrikaans and English communication skills
- Able to interpret Library legislation
- 2 Years relevant library services experience in a senior capacity

DUTIES: KEY PERFORMANCE AREA

- The incumbent will be responsible to provide effective library services and support library clients
- Staff and user management and support to the assistant librarians and give guidance when needed
- Orientate and assist staff and students on the procedures for material and books
- Operate and manage the library and provide reference assistance
- Coordinate and plan the development of strategic library goals and applications;
- Development, maintenance and quality control of the library database for optimal information retrieval;
- Managing records concerning the collection, for example orders, correspondence and statistics;
- Research library sources for information retrieval;
- Assist in computer use when necessary;
- Drafting and management of the library budget and reporting to the Corporate Services Manager on these financial issues.
- Library exhibitions/displays, special events and open days and maintain a friendly and inviting learning environment.
- Monthly report on new acquisitions, library news and updates
- Enforce library rules and take appropriate action in case of misbehavior;
- Develop, implement and maintain sound record systems to manage library information
- Liaise and link with other libraries and library services
- Compile budget and manage cash flow in line with standard internal financial practices.

- Monthly reporting of the libraries and interventions to improve services Perform functions associated with information management and library services

REMUNERATION: R12 000.00 per month as budgeted in the Library Transformation and Development Grant 2018/2019

Closing Date: 10th August 2018

Please note that NO applications by E-mail or Fax will be accepted. Applicants should note that if they are not notified of the outcome of their applications within 90 days of the closing date for submission of applications, they may conclude that their applications were not successful. The municipality reserves the right not to make any appointment following the placement of this advertisement. Applications containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document shall be sent to:

Please forward applications to: Municipal Manager
Thembelihle Municipality
Private Bag X3
HOPETOWN
8750

Tel: 053-2030005/8/442/1 Enquiries: Manager: Acting Corporate Services, attention Mr VJ Mpamba