



# 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  
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[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

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

**ASSISTANT LIBRARIAN (CONTRACT)  
HOPETOWN LIBRARY (2)  
STRYDENBURG (1)**

***1 year contract financed by the Library Transformation and Development Grant 2017/2018***

## **REQUIREMENTS**

- Grade 12 (Matric)
- 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

## **DUTIES: KEY PERFORMANCE AREA**

- Administration duties by compiling daily statistics and monthly reports
- Assisting library users with reference works in identifying relevant resources
- Keep stock control over library books/materials
- Displaying exhibitions in the library
- Provide effective and efficient counter service
- Assists school and special projects
- Managing income from fines and Photostats and issuing receipts to the clients
- Daily filing of library material and books

**SALARY: R7500, 00 per month as budgeted in the Library Transformation and Development Grant 2017/2018**

**Closing Date: 7 July 2017**

Applications should be accompanied by an updated and comprehensively detailed CV with certified copies of qualifications, testimonials, ID document and application letter. 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. Please ensure that the correct reference number reflects on the application.

### **Please forward applications to:**

The Municipal Manager  
Thembelihle Municipality  
Private Bag X3

**HOPETOWN**  
8750

Tel: 053-2030005/8/442

Enquiries: Manager: Acting Corporate Services, attention **Mr VJ Mpamba**