

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals for the following vacancies:

TRAINEE LIBRARY ASSISTANT

SEDFIELD/SMUTSVILLE LIBRARIES (Full Time Position) – 3 Year Contract
DIRECTORATE COMMUNITY SERVICES

PAWK CONTRACT POSITIONS

SEDFIELD Library: Remuneration: Total cost to Council R145 175 per annum

KEY PERFORMANCE AREAS OF POST:

- Helping with projects
- Performing counter work
- Managing holds, billed books, visitors
- Assisting on adult & children's side
- Finding information
- Executing telephone transactions
- Helping with internet enquiries
- Filing books back on shelves
- Doing shelf reading
- Filing cards

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Grade 12

An interest in reading and appropriate hobbies. Computer proficiency and knowledge of the SLIMS System will be an advantage.

LIBRARY ASSISTANT

BRACKENHILL WHEELIE WAGON LIBRARY (Half Day Position) – 1 Year Contract
DIRECTORATE COMMUNITY SERVICES

Remuneration: Total cost to Council R39 417 per annum

KEY PERFORMANCE AREAS OF POST:

- Compile monthly reports
- Selection & weeding of library material
- Filing books back on shelves
- Outreach work(story reading sessions & library orientation)
- Filing catalogue cards
- Assist Learners with school projects
- Performing counter work(issue & return of library material)
- Stock control(reminders & safeguarding of library material)
- General maintenance of work environment

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Grade 12

An interest in reading and appropriate hobbies.

All applications will be considered, but, in terms of its Employment Equity Plan the Municipality would prefer to appoint a Female or Indian Male if a suitable candidate in that category can be identified.

To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: www.knysna.gov.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 3 OCTOBER 2014

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

L WARING

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.