

KNYSNA MUNICIPALITY



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

LIBRARY AID (X2)
KARATARA LIBRARY
RHEENENDAL LIBRARY
DIRECTORATE COMMUNITY SERVICES

Task Level 3
R81 480 to R96 120 (Basic Salary)
R161 501 to R180 557 Total Cost to Council Package)

JOB PURPOSE

To perform the functions of shelving and maintaining library material in good physical condition as well as being responsible for cleaning and other basic housekeeping duties within the library and surrounds in order to support the professional staff in the provision of a public library service.

KEY PERFORMANCE AREAS OF POST:

- Cleaning the facility and surrounds
- Handling of library material i.e. sorting, shelving, mending, cleaning, covering and issuing
- Messenger duties i.e. preparing and delivering of parcels and post
- Depositing monies
- General support functions i.e. assisting with photocopiers, satellite services, control of supplies
- Any other reasonable duties required by the supervisor

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Grade 10 or NQF Level 3
Numeracy and literacy skills

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint an African, Coloured, Indian or White Female or an 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: 28 OCTOBER 2016

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

B R ELLMAN

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.