

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Corporate Services
POST DESIGNATION: Library Assistant - Waboomskraal.
(Temporary).
4955
REFERENCE: 3043048

Salary: R7162.13 per month (T6) Plus allowance providing for total remuneration package. (4hours per day, 5days a week).

MINIMUM REQUIREMENTS:

0-1 Year experiential knowledge of public libraries.
Grade 12.
Basic Computer Literacy.
Registered Member of LIASA.

COMPETENCIES:

People Management.
Conceptual Thinking.
Organizational Awareness.
Attention to Detail.
Professional & Technical Proficiency.
Interpersonal Relationships.
Communication.
Service Delivery.
Client Orientation and Customer Focus.
Accountability and Ethical Conduct.
Resilience.
Management of Learning.
Direction Setting.
Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure that the annual program is planned and promoted in accordance with public need and demand.
Ensure that a safe and harmonious environment is created during the use of the library.
Ensure that counter duties are carried out according to prescribed guidelines and council policies.
Ensure that the building and amenities are well cared for to provide a professional public service.
Ensure the inter- governmental and inter-departmental service delivery and sharing of resources and to keep up the standard of community-based library services.
Ensure that all administrative requirements are met and adhered to.

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SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be able to communicate in at least two of the official languages of the Western Cape.
Acceptable standard of communication and interpersonal, organisational, administrative, and verbal skills.
Knowledge of authors and book titles and extensive general knowledge.
Must have administrative skills and adaptability regarding work hours.
Must be able to think creatively.
Must have integrity and be impartial and unbiased.
Must have supervisory skills.
Knowledge of library policies and procedures.
Literature and numerical skills.
Must adhere to provincial guidelines and standards.
Must be able to adapt to changing circumstances in the workplace.

PROBATION PERIOD: 6 months

ENQUIRIES: Rachel Williams (0448019292)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-03-28]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only If applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.
Canvassing of Councillors and/or officials.
Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

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The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-03-28] AT 16:30PM