

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**

**POST DESIGNATION: LIBRARY ASSISTANT AVONTUUR**

**TEMPORARY APPOINTMENT (3 HOURS PER DAY, 5 DAYS A WEEK)**

**WC4961**

**REFERENCE: 3825189**

**CLOSING DATE: 2025-10-08 AT 16:30 PM**

**Salary:** R 68 372 – R 88 750 per annum (T6) plus allowance providing for total remuneration package

### MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy (MS Office)
- 0 – 1 year experiential knowledge of public libraries
- Valid Driver's License
- Registered member of LIASA

### COMPETENCIES:

- **Core Professional Competencies:** People Management, Conceptual Thinking, Organizational Awareness, Attention to Detail, Professional & Technical Proficiency
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery, Client Orientation and Customer Focus.
- **Personal Competencies:** Accountability and Ethical Conduct, Resilience, Management of Learning,
- **Management / Leadership Competencies:** Direction Setting, Coaching and Mentoring, Impact and Influence.

### 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 rendering of service 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.

### SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be able to communicate in at least 2 of the languages of the Western Cape.
- Acceptable standard of communication and interpersonal, organizational, administrative, 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
- 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.

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**ENQUIRIES: RACHELL WILLIAMS (044 801 9292)**

## **INSTRUCTIONS TO APPLICANTS**

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license. Applications must be submitted **by hand 71 York Street, George, Main Building, HR Reception**. Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) or HR Reception and must reach the Human Resource Department on or before **08 October 2025 at 16:30pm**. Applicants are required to complete application form in full.

**Only hand delivered applications will be accepted.**

## **Disqualification:**

**Please note that the following may lead to disqualification:**

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluations, practical assessment and interviews will be disqualified.

**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.

**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.

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