

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES

POST DESIGNATION: REFERENCE LIBRARIAN - GEORGE

FIXED-TERM APPOINTMENT

WC2389

REFERENCE: 3875029

CLOSING DATE: 2025-12-22 AT 16:30 PM

Salary: R 373 488 – R 484 836 (T11) per annum, plus allowance providing for total remuneration package.

MINIMUM REQUIREMENTS:

- B.Bibl / B.LIS / B. Tech: LIS / B. Inf (Hons) or PGDip LIS or equivalent 4-year post matric qualification
- Computer literacy
- Registered member of LIASA
- 2 – 3 years practical experience in a public library including supervisory experience and experience as part of the academic program

COMPETENCIES:

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

KEY PERFORMANCE AREAS:

- Co-ordinate and control the activities, provision of materials and the presentation of displays and events in the Reference Section.
- Participate in meetings and present information, opinions and advice through reports on the status and service delivery standard of the Reference Section.
- Supervise staff directly in the execution of duties.
- Make recommendations to the Senior Librarian on the solving of operational problems identified.
- Co-ordinate and execute specific procedures associated with the acquisition, organization and communication of information at the Reference Section.
- Co-ordinate specific activities associated with promoting reference awareness and interest and provide information to users.
- Apply specialized skills and knowledge to identify the level of public awareness of the Reference Services and provide guidance to the public

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be willing to work irregular hours.

ENQUIRIES: Rachel Williams (0448019191)

PROBATION PERIOD: 6 months

INSTRUCTIONS TO APPLICANTS

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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 **2025-12-22 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 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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