

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**

**POST DESIGNATION: REFERENCE LIBRARIAN - GEORGE**

**FIXED-TERM APPOINTMENT**

**WC2389**

**REFERENCE: 3875029**

**CLOSING DATE: 2026-05-27 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](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2026-05-27** 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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