

# VACANCY VAKATURE



## **EXTERNAL CIRCULATION**

**DIRECTORATE:** Corporate Services  
**POST DESIGNATION:** Library assistant - Pacaltsdorp Library - George  
**(Temporary)**  
**1252**  
**REFERENCE:** 3045704

Salary: R164628-R213696 T6 Plus allowance providing for total remuneration package.

### **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:**

To provide the public with the information they require.  
To ensure the patrons can easily retrieve the books they require.  
To keep record of items , payments and statistics.  
To provide the public with all the information they require.  
To keep the public interested in the library services at all times.  
To be able to help the public as much as possible.  
To avoid loss of papers and books that are in demand.

### **SPECIAL CONDITIONS ATTACHED TO THE POST:**

Should love reading.  
Outstanding interpersonal and communication skills.  
Fluently in two , but preferably three of the official languages of the Western- Cape.  
Willingness to work long hours.  
Must be a hardworking person.  
Willingness to further studies.

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**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](http://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.

**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**