

# VACANCY VAKATURE



## **EXTERNAL CIRCULATION.**

**DIRECTORATE: Corporate Services**  
**POST DESIGNATION: Library Assistant: George (Rotational).**  
**(Temporary) Full Time.**  
**WC044CSLS2379.**  
**REFERENCE: 3041258.**

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

### **MINIMUM REQUIREMENTS:**

0-1 Years 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 Relationship.  
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.

**PROBATION PERIOD:** 6 months.

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**ENQUIRIES: Rachel Williams (044 8019292).**

**INSTRUCTIONS TO APPLICANTS (Please read carefully).**

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, if applicable. Applications must be submitted electronically preferably as one PDF document to [corporateposts@george.gov.za](mailto:corporateposts@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) and must reach the Human Resource Department on or before **28 August 2024** at **16:30 pm**.

**Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full. Only electronic applications will be accepted.**

**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: [28 August 2024].**