

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES
POST DESIGNATION: LIBRARY ASSISTANT - UNIONDALE LIBRARY
(PERMANENT)
WC044CLS4879
REFERENCE: 3451443

Salary: R 172 032 – R 223 308 (T6)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- Basic Computer Literacy
- Valid Driver's License
- 0 - 1 Year experiential knowledge of public libraries
- 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:

- To ensure that the annual program is planned and promoted in accordance with public need and demand.
- To ensure that a safe and harmonious environment is created during the use of the library.
- To ensure that counter duties are carried out according to prescribed guidelines and Council policies.
- To ensure that counter that the building and amenities are well cared for to provide a professional public service.
- To 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.
- To 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.
- Must have supervisory skills.
- 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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PROBATION PERIOD: 6 months

ENQUIRIES: Rachel Williams (044 801 9292)

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. 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 or HR Reception and must reach the Human Resource Department on or before **12 March 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 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: 2025-03-12 AT 16:30PM