

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES
POST DESIGNATION: LIBRARY ASSISTANT WABOOMSKRAAL - GEORGE
(TEMPORARY)
4 HOURS PER DAY, 5 DAYS A WEEK
WC4955
REFERENCE: 3553240

Salary: R7162.13 per month (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
- Valid driver's license

COMPETENCIES:

- **Core Professional Competencies:** People Management; Conceptual Thinking; Organizational Awareness; Attention to Detail; Professional & Technical Proficiency.
- **Public Service Orientation:** 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:

- Ensure that the annual program is planned and promoted in accordance with public need and demand.
- Ensure that a safe and harmonious environment is created during the use of the library.
- Ensure that counter duties are carried out according to prescribed guidelines and council policies.
- Ensure that the building and amenities are well cared for to provide a professional public service.
- 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.
- Ensure that all administrative requirements are met and adhered to.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must be able to communicate in at least two of the official languages of the Western Cape.
- Acceptable standard of communication and interpersonal, organisational, administrative, and 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.
- Knowledge of library policies and procedures.
- Literature and numerical skills.
- Must have supervisory skills.
- Must adhere to provincial guidelines and standards.
- Must be able to adapt to changing circumstances in the workplace.

ENQUIRIES: Rachel Williams (044 801 9292)

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INSTRUCTIONS TO APPLICANTS (Please read carefully)

- Applicants must submit a formal application form and 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 of qualifications, identity document and driver's license. Applications must be submitted electronically as one PDF document to **CorporatePosts@george.gov.za**.
- Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **12 February 2025 at 16:30pm**.
- Applicants must clearly state the reference number and position title in the subject line of the email.

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: 2025-02-12 AT 16:30PM