



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 30/2024

LIBRARIAN
DEPARTMENT: COMMUNITY SERVICES
DIVISION: LIBRARY SERVICES
PERMANENT

SALARY SCALE: Post Level T11: R297 864, 00 – R 386 640, 00 per annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- Bachelor of Library and Information Science (B Bibl) **or** Bachelor in Library Science (B. LIS) **or** Btech: LIS **or** B.Inf (Hons) **or** Post Graduate Diploma in Library and Information Studies (PGDip LIS) **or** equivalent 4-year post matric qualification
- Registered member of LIASA
- Computer Literate in Ms Office package
- 3-5 years' relevant experience in a public library along with supervisory experience
- Applicant must be literate in at least two of the three official languages of the Western Cape

SKILLS & KNOWLEDGE REQUIRED

- Good communication and organizing skills
- Ability to work independently and collaboration with a team.
- Attention to detail and strong recordkeeping skills

KEY PERFORMANCE AREAS

- **Focused service delivery**- *Complying with the Western Cape Provincial Library Service's procedures, norms and standards as well as municipal policies, procedures, regulations and by-laws
- **Functional Library Services**-*Planning and prioritizing the libraries activities on a day to day basis*Take responsibility for the general neatness and appearance of the library
- **Supervision and control**- Make recommendations for consideration to the Head: Community Services on the solving of identified operational problems*Check and monitor work quality of subordinates
- **Promoting reader awareness and supporting user needs**- Organize specific activities associated with promoting reader awareness and interest
- **Liaison**- *Consult with the Regional Library (Province) on the availability and replenishment of books, dvd's, cd's and video material* Extensive interaction with stakeholders on needs and projects.
- **Administration**- *Ensure that all administrative procedures are dealt effectively
- **Information Needs**- *Provide a professional service to patrons visiting the Library for variety of informational needs
- **Stock control and Financial Administration**-*To provide a viable library service

The Competencies level for this position is a level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
• People Management • Conceptual Thinking • Organisational Awareness • Attention to Detail • Professional / Technical Proficiency	• Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus	• Accountability and Ethical conduct • Resilience • Management of learning (learning orientation)	• Direction Setting • Coaching and Mentoring • Impact and Influence (Advocacy Skills) •

CLOSING DATE: 22 MARCH 2024

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned, No copies of certified copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**



JAFTA BOOYSEN
MUNICIPAL MANAGER
01 March 2024

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019