



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

Thembelihle Municipality, an equal opportunity, affirmative action employer, is awaiting the applications for the following position.

VACANCY: LIBRARIAN 1 (ONE) YEAR CONTRACT

REQUIREMENTS:

- Applicants must be in possession of a National diploma/degree in Library/Information Management with Information Management, Librarian Services and/or Archive Studies as a major subject
- Experience as a Library Assistant and/or Librarian or in an information management environment
- Sound understanding of computer literacy, e.g. MS Word, Excel, PowerPoint, etc.

DUTIES: KEY PERFORMANCE AREA

- The incumbent will be responsible to provide effective library services and support library clients
- Staff and user management and support to the assistant librarians and give guidance when needed
- Orientate and assist staff and students on the procedures for material and books
- Operate and manage the library and provide reference assistance
- Coordinate and plan the development of strategic library goals and applications;
- Development, maintenance and quality control of the library database for optimal information retrieval;
- Managing records concerning the collection, for example orders, correspondence and statistics;
- Research library sources for information retrieval;
- Assist in computer use when necessary;
- Drafting and management of the library budget and reporting to the Corporate Services Manager on these financial issues.
- Library exhibitions/displays, special events and open days and maintain a friendly and inviting learning environment.
- Monthly report on new acquisitions, library news and updates
- Enforce library rules and take appropriate action in case of misbehaviour;
- Develop, implement and maintain sound record systems to manage library information
- Liaise and link with other libraries and library services
- Compile budget and manage cash flow in line with standard internal financial practices.
- Monthly reporting of the libraries and interventions to improve services
- Perform functions associated with information management and library services

REMUNERATION: R10 000.00 per month

Closing Date: 3 June 2016

Please note that NO applications by E-mail or Fax will be accepted. Applicants should note that if they are not notified of the outcome of their applications within 90 days of the closing date for submission of applications, they may conclude that their applications were not successful. The municipality reserves the right not to make any appointment following the placement of this advertisement. Applications containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document shall be sent to:

Please forward applications to:

Municipal Manager
Thembelihle Municipality
Private Bag X3

HOPETOWN

8750

Tel: 053-2030005/8/442

Enquiries: Manager: Corporate Services, attention **Mr NE Mguye**