



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
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www.thembelihlemunicipality.gov.za

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

**TWO ASSISTANT LIBRARIANS:
STRYDENBURG PUBLIC LIBRARY (1) (REF: THEM004)
HOPETOWN LIBRARY (1) (REF: THEM005)**

REQUIREMENTS

- Grade 12 (Matric)
- Good interpersonal and communication skills
- Attention to detail and be able to work independently
- Ability to interact with people at various and diverse levels
- Ability to work under pressure
- Good public relations

DUTIES: KEY PERFORMANCE AREA

- Administration duties
- Stock control
- Organize exhibitions
- Provide effective and efficient counter service
- Reference duties
- Financial administration
- Assists in school and special

BENEFITS: Appointed on one year contract under the Library Transformation and Development Grant at least at the minimum scale as prescribed by the SA Local Government Bargaining Council

Closing Date: 10 April 2015

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials, ID document and application letter. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful. Please ensure that the correct reference number reflects on the application.

Please forward applications to:

The Municipal Manager
Thembelihle Municipality
Private Bag X3

HOPETOWN
8750

Tel: 053-2030005/8/442

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