



INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitably qualified applicants to apply for the following position:

DEPARTMENT: COMMUNITY SERVICES

LIBRARY ASSISTANT-NOKUPHILA MODULAR (PERMANENT POSITION)

REMUNERATION: R196 887.72 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of Local Authorities)

MINIMUM REQUIREMENTS

- Grade 12
- Fully computer literate (Ms Office, Ms word, Ms excel and PowerPoint)
- National Diploma in Library Information Science will be an added advantage
- Code 8 Valid driver's license
- 1-2 years' relevant experience

KNOWLEDGE SKILLS AND COMPETENCY

- Attention to detail and accuracy
- Customer Service and good interpersonal skills
- Communication skills (written & verbal).
- Organisational and time management skills

KEY PERFORMANCE AREAS

- Communicating with new and assisting users, establishing the nature of the enquiry, issuing registration forms, new membership cards and /or attending to issues/ returns applying laid down procedures (inserting date stamp on circulation list, checking condition of material, etc.)
- Updating information on the computer database of user details and accessing specific files to elect information on overdue books and proceeding with forwarding notification upon approval

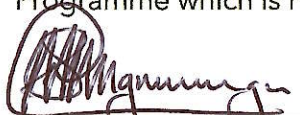
- Fill library materials in sequel order both numerically and alphabetically
- Attending to special request for specific library material, completing request form and submitting to librarian for approval and processing.
- Photocopying documents, references material and information extract from books for users/patrons
- Shelving books in accordance with allocations (fictions/non-fictions, author reference).
- Conducting stock count of library material and or removing and preparing/packaging outdated books for return.
- Setting up book displays, removing books and materials for shelving and arranging table and chairs.
- Assist users with information searching and learners with school projects

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720** or hand deliver at: **No 16 Old Main Road, Camperdown, 3720** or Recruitment@mkhambathini.gov.za

Closing date 24 June 2026 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. N Ziqubu. Manager: Human Resources at 0317859378.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER