



EXTERNAL ADVERT

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

DEPARTMENT: COMMUNITY SERVICES

LIBRARY ASSISTANT-NOKUPHILA MODULAR (PERMANENT POSITION)

REMUNERATION: R206 239.92 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 filed 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- Conducting stock count of library material and or removing and preparing/packaging outdated books for return.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

DEPARTMENT: TECHNICAL, PLANNING AND DEVELOPMENT

TLB/ GRADER OPERATOR

REMUNERATION: R145 212.84 Per annum (Task Grade 05 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 10
- Valid TLB and Grader Operator Certificate from an accredited training provider.
- Valid Code C1 (Code 10) driver's licence (or higher) with a valid PrDP (where applicable).
- At least 2-3 years' relevant experience operating a TLB and Grader.

KNOWLEDGE SKILLS AND COMPETENCY

- Ability to read and write
- Knowledge of operating heavy construction machines
- Basic Knowledge in Technical Services (knowledge of daily maintenance procedures on construction machines, trucks and low bed)
- Knowledge of the Occupational Health and Safety Act and safe operating procedures.

KEY PERFORMANCE AREAS

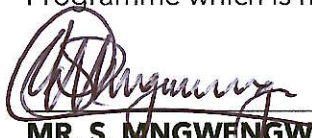
- Perform driver activities using a vehicle to ensure the transporting of machinery equipment
- Operate the TLB for excavation, trenching, loading and backfilling activities.
- Operate the grader to construct, reshape and maintain gravel roads.
- Grade road surfaces to the required levels and drainage specifications.
- Driving and maneuvering mechanical plant (TLB, Grader) and engaging controls to operate mechanisms to enable digging trenches for electrical cables installation, loading, grading and leveling sequences.
- Inspecting safety devices, controls, lubricant levels, etc on TLB/Grader and reports defects identified to the Supervisor.
- Excavate trenches for water, sewer and stormwater infrastructure.
- Construct and maintain roads, stormwater channels, culverts and related infrastructure.

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 18 Old Main Road, Camperdown, 3720 or Recruitment@mkhambathini.gov.za**

Closing date: 09 September 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. A.N Ngidi, Human Resources Officer at 031 785 9345.

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