



**RAND WEST CITY LOCAL MUNICIPALITY EXTERNAL AND INTERNAL
VACANCIES**

The Rand West City Local Municipality hereby invites applications from suitable qualified candidates for the following positions:

| <u>EXTERNAL/INTERNAL</u> | <u>EXTERNAL/INTERNAL</u> |
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| COMMUNITY SERVICES DIRECTORATE | COMMUNITY SERVICES DIRECTORATE |
| POST: LIBRARIAN X4 | POST: GENERAL LIBRARY ASSISTANT |
| SALARY: R247 639 PER ANNUM (EXCLUDING BENEFITS) | X15 |
| AREA OF WORK: RANDFONTEIN X2 | SALARY: R128 986 (EXCLUDING BENEFITS) |
| WESTONARIA X2 | AREA OF WORK: RANDFONTEIN X10 |
| | WESTONARIA X5 |
| REQUIREMENTS (SKILLS AND SPECIFICATIONS): | REQUIREMENTS (SKILLS AND SPECIFICATIONS): |
| A B/Degree or N/Diploma in Library and Information Science. Knowledge of electronic library systems would be an added advantage. An in-depth understanding, knowledge and application of principles and acceptable practices and procedures in Public Libraries. At least 5 years' experience as a Librarian. Good verbal and writing communication skills. Attention to detail and logical thinking. Library cataloguing experience would be advantageous. Interpersonal and communication skills. Conflict resolution skills. Ability to work independently as a good team player. Flexible, adaptive and innovative. Customer care skills. Prepared to work shifts, on Saturday and rotate to other Libraries within Rand West City. Computer Literate. Valid Driver's License. | A Grade 12. At least 2 years' work experience Computer literate. Sound knowledge of and love for books and literature. Good human relations, interpersonal and customer care skills. Creative and innovative. Prepared to work shifts, on Saturday and rotate to other Libraries within Rand West City. Ability to work under pressure. Ability to do project research on the internet |
| DUTIES AND RESPONSIBILITIES: | DUTIES AND RESPONSIBILITIES: |
| Manage a library to ensure effective service delivery. Control and render circulation services. Control and render information services. Handle new applications and | Rendering circulation services. Promote reader awareness and support reader needs. Control and render information services to the public. Handle new membership applications. Assist with shelf reading and maintaining of book stock. Maintain order and discipline in the library. Assist with book display and support the implementation of Library programmes. Ensure a safe working environment and promote a healthy workforce by maintaining health and safety in the library. Assist with asset |

Rand West City Local Municipality

2 Neptune Street, Westonaria. P O Box 19, Westonaria 1780, Tell 011 278 3000, Fax 011 753 4176

Or Cnr Pollock & Sutherland Street, Randfontein 1760, Tell 011 411 0000, Fax 011 693 1736

Website: www.randwestcity.gov.za



approve memberships. Manage order and discipline in the library. Ensure a safe working environment and promote a healthy workforce by maintaining health and safety in the library. Manage the Library budget, stock, asserts and staff. Engage and form partnerships with schools, Old Age Homes and E.C.D. centers within local community. Perform any other duty as requested by the manager.

INTERNAL

COMMUNITY SERVICES DIRECTORATE
POST: GENERAL ASSISTANT X8
SALARY: R105 061 (EXCLUDING BENEFITS)
AREA OF WORK: RANDFONTEIN X5
WESTONARIA X3

REQUIREMENTS (SKILLS AND SPECIFICATIONS): Basic literacy(ABET). Ability to understand procedures and policies. Ability to follow written and verbal instructions. Good physical and mental health, great attitude and strong work ethics. Atleast 2 years' work experience working as a Cleaner. Good human relations, interpersonal and customer care skills. Prepared to work shifts, on Saturday and rotate to other Libraries within Randfontein. Ability to work under pressure

DUTIES AND RESPONSIBILITIES: Assist with general cleaning and maintenance tasks within the Libraries to ensure that the premises are kept tidy and hygiene at all times. Ensure the cleanliness of the offices and premises within designated area, including removal of all garbage from that area on the specified days. Use and safe keep the cleaning materials and equipment to ensure accountability of Council assets. Report any maintenance or repairs issues, as well as any discovered thefts, to the Supervisor Cleaning Services. Assist with

verification. Perform any other duty as requested by the Librarian.

EXTERNAL/INTERNAL

COMMUNITY SERVICES DIRECTORATE
POST: SENIOR LIBRARY ASSISTANT X1
SALARY: R173 401 (EXCLUDING BENEFITS)
AREA OF WORK: WESTONARIA X1

REQUIREMENTS (SKILLS AND SPECIFICATIONS): A Grade 12. Atleast 4 years' work experience as Library Assistant. Computer literate. Knowledge of electronic library systems would be an added advantage. Good human relations, interpersonal and customer care skills. Creative and innovative. Prepared to work shifts, on Saturday and rotate to other Libraries within Rand West City Ability to work under pressure. Ability to do project research on the internet

DUTIES AND RESPONSIBILITIES: Rendering circulation services. Promote reader awareness and support reader needs. Control and render information services to the public. Handle new membership applications. Assist with shelve reading and maintaining of book stock. Maintain order and discipline in the library. Assist with book display and support the implementation of Library programmes. Ensure a safe working environment and promote a healthy workforce by maintaining health and safety in the library. Assist with asset verification. Perform any other duty as requested by the Librarian.



events management activities as and when required by the Maintenance and Cleaning Officer and Management. Perform additional duties on an ad hoc basis as requested by Management.

Enq: HR Section Tel: 011 411 0182/0253/0455

A detailed application including a covering letter, CV and Certified Copies of Qualifications to be Hand Delivered by applicants themselves to the DESIGNATED BOX AT RECEPTION AREA BETWEEN 7:30 to 16:00 OR Post to P.O. Box 218 Rand West City Local Municipality 1760, Cnr Pollock and Sutherland Street, Randfontein Or 2 Neptune Street, Westonaria Attention to the Acting Executive Manager: Corporate Support Services

Late applications will not be considered.

Failure to comply with the above instructions will disqualify applicants

Closing Date: 19 June 2017

Date Advertised: 31 May 2017

Please note: Rand West City Local Municipality is an equal opportunity employer and subscribes to an employment policy which is non-racial, non-discriminatory, nonsexist and based on merit. Correspondence will be limited to short-listed candidates only. Should you not have heard from us within one month of the closing date of this advert, please consider your application as unsuccessful. No late applications will be accepted. The municipality reserves the right not to make an appointment.

Ms TMM Matshego
Acting Municipal Manager

DATE: 31/05/2017