



NOTICE 256 OF 2023 EXTERNAL CIRCULATION

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysseisdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

**1 X LIBRARIAN: DYSSSELDORP PUBLIC LIBRARY -
DIVISION: LIBRARY SERVICES
DEPARTMENT: COMMUNITY SERVICES
T11 (R 319 809,87 - R 415 144,55)**

REQUIREMENTS

- B. Bibl / B.Lis / B. Tech: LIS / B. Inf (Hons) or PGDip LIS or equivalent 4 - year post matric qualification
- 2 Years' practical experience relevant to functional domain
- Knowledge of library operations
- Registered with LIASA
- Valid Code B driver's license
- Computer literacy (Excel, Word, PowerPoint, Outlook, SLIMS, etc.) essential
- Proficient in two of the three official languages of the Western Cape

KEY PERFORMANCE AREAS

- Assist public with issuing and receiving of library materials
- Assisting the users and the public with reference work and reading guidance
- Selection, receiving and checking of library materials from the regional library
- Prepare monthly reports and statistics for the library manager and regional librarian
- Weeding / preparing obsolete stock for return to regional library
- Conduct library administration
- Managing library programmes

COMPETENCIES

- **Core professional competencies:** Written Communication, Organisational Awareness, Task Management, Discipline specific skills
- **Functional Competencies:** Compilation of general and supplementary valuations, maintenance of valuation roll, management of objections and appeals, Information management, project management, Financial Management.
- **Public Service orientation competencies:** Interpersonal relationships, communication, Service delivery orientation.



Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted and their qualifications, credit and criminal records be verified. **The appointment will be subjected to signing of employment contract and performance agreement.**

BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions.

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three recent contactable references, must be submitted to **Chief HR Officer: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn.** Application forms can be downloaded from our website, www.oudtshoorn.gov.za.

CLOSING DATE: 01 December 2023 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae's will not be returned. Council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered.

**MR W HENDRICKS
MUNICIPAL MANAGER**

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