



## EXTERNAL NOTICE

### NOTICE 226 of 2024

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dyssseldorp 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 TEMPORARY LIBRARY ASSISTANT: VOLMOED MINI LIBRARY**

**DEPARTMENT: COMMUNITY SERVICES**

**DIVISION: LIBRARY SERVICES**

**R628.00 per day**

**TEMPORARY**

**6 MONTH CONTRACT – 2 days per week**

**STATION: VOLMOED**

**REF: (WC/045/CM/CM/418)**

#### **REQUIREMENTS**

- Grade 12
- Registered member of LIASA.
- 0–1-year experiential knowledge of public libraries
- Computer Literacy (MS Office, Excel, PowerPoint, Outlook)
- Good communication skills
- Love and patience with children, difficult library users and the elderly.
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

#### **KEY PERFORMANCE AREAS**

- Assist children with school assignments
- Perform counter duties for issuing and returning of library materials
- Shelf books according to category
- Library exhibitions: awareness of current events
- Assist the public in accessing library materials
- Do library administration.
- Ability to work with the public.



- Conduct outreach programs.

## COMPETENCIES

- Core Professional Competencies: people management, conceptual thinking, organizational awareness, attention to detail, professional/technical proficiency
- Public Service Orientation: interpersonal relationships, communication, service delivery orientation, client orientation and customer focus
- Personal Competencies: accountability and ethical conduct, resilience, management of learning (learning orientation)
- Management/Leadership Competencies: direction setting, coaching and mentoring, impact and influence (advocacy skills)

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.

Applications 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 contactable references, must be submitted to **Chief HR Officer: Support 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](http://www.oudtshoorn.gov.za).**

**CLOSING DATE: 31 October 2024 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 will not be returned. The 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 or fax will be considered.

**MR. M YEKANI**

**ACTING MUNICIPAL MANAGER**

***Date published: 17, 18 & 19 October 2024***