



EXTERNAL NOTICE NOTICE 245 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 LIBRARY ASSISTANT OUTREACH: CJ LANGENHOVEN MEMORIAL LIBRARY

DEPARTMENT: COMMUNITY SERVICES

DIVISION: LIBRARY SERVICES

T6 (164 058,56 - 212 979,99)

PERMANENT
STATION: OUDTSHOORN

REF: (WC/045/CM/CM/420)

REQUIREMENTS

- Grade 12 (Proof to be attached)
- Early Childhood Development Certificate will be an added advantage
- Registered member of LIASA
- 0–1-year experiential knowledge of public libraries
- Valid Code B driver's license will be an added advantage
- Computer Literacy (MS Office, Excel, PowerPoint, Outlook)
- Good communication skills
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Assist the learner with school assignments
- Perform counter duties for issuing and returning library material.
- Shelve books according to category
- Assist the public in accessing library material.
- Help with library administration in order to develop skills



- Do outreach programs with creches, schools, old age homes, etc.

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.

BENEFITS:

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

The 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 documents (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to **HR Manager: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, 69 Voortrekker Road, Oudtshoorn.** Application forms can be downloaded from our website, www.oudtshoorn.gov.za.

CLOSING DATE: 06 December 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: 21 & 22 November 2024