



## EXTERNAL NOTICE NOTICE 03 OF 2025

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: ROSEVALLEY PUBLIC LIBRARY**

**DIVISION: LIBRARY SERVICES**

**DEPARTMENT: COMMUNITY SERVICES**

**T11 (R334,202 - R433,826)**

**PERMANENT**

**OUTDSHOORN STATION**

**REF: (WC/045/CM/CM/433)**

### 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 the functional domain
- Knowledge of library operations
- Registered member of 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

- Supervising subordinates
- Administrative duties
- Assist the public with issuing and receiving 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 the 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, and Financial Management.
- **Public Service orientation competencies:** Interpersonal relationships, communication, and Service delivery orientation.

Candidates must be willing to be subjected to an interview. They must also be aware that previous employers and recent references may be contacted, and their qualifications, credit and criminal records be verified. The appointment will be subject to the signing of an employment contract and performance agreement and disclosure of benefits and interest;

## 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.

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 recent 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, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za).**

**CLOSING DATE: 14 February 2025 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 reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.

**MR M YEKANI  
ACTING MUNICIPAL MANAGER**

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