



**TO :** Municipal Manager  
SED : Development Planning & Human Settlements  
Acting SED : Budget and Treasury Office  
Director: Parks Recreation and Cemeteries  
Director: Arts, Culture and Amenities  
Director: Electrical/ Mechanical Services  
Director: Civil  
Acting Director: Water Services

**FROM :** Director : Human Resources

**REF NO :** HR 5/3/2/1

**ENQUIRIES :** T H Sithole

**DATE :** 17 July 2017

**INTERNAL MEMORANDUM**

HR CIRCULAR NO. 12/2017 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for vacancy for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.

  
T M MUILO  
DIRECTOR : HUMAN RESOURCES

  
N VINKHUMBO  
ACTING SED : CORPORATE SERVICES

**NEWCASTLE MUNICIPALITY  
VACANCY**

The following vacancy exists in the department as mentioned hereunder:-

**1. DEPARTMENT : COMMUNITY SERVICES ( ARTS, CULTURE AND AMENITIES)**

**(a) LIBRARIAN: POST ID: COMM2610**

Remuneration	: R309 962, 99 per annum
Qualifications	: NQF Level 7. Qualification in Library and Information Science (BBib/ Bachelor's Degree plus Post Graduate Diploma in Library and Information Science, Computer Literacy – MS Office, 3 years' experience of which 2 years should be in a Professional library position.
Additional Requirements	: Driver's License, good communication skills, ability to work under pressure, required to work on Saturdays, required to work according to roster or as otherwise required.
Responsibilities	: General management of library and staff control. Assist Senior Librarian with financial control. Building a balanced book stock. Accessioning, classification and cataloguing. Compile statistics when required. Library promotion (including holiday and educational programmes). Routine library and administrative tasks. Information retrieval and library user guidance. Update inventories in collaboration with Senior Librarian. Assist Chief Librarian with compilation of annual budget. Maintenance of computer system in collaboration with Senior Librarian. Compile reports when required. Execution of any other work related task delegated by Senior Librarian.
Where advertised	: Internal / Newcastle Advertiser/ Ilanga

**Detailed CV's can be forwarded to Ms T H Sithole at the Directorate: Human Resources, Tower Block, 5<sup>th</sup> floor. Office no B564. Murchuson Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Director: Arts, Culture & Amenities : E.P Niemand at 034 – 3287617.**

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate: Human Resources will not take responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be given.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representativity through the process of affirmative action.
- Reference checks will be done.
- Applicants must have no criminal record or pending criminal/departmental or civil cases.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Foreign qualifications accredited by the South African Qualification Authority only will be considered.
- **SHOULD** the candidate be successful in the interviews and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE: 18 AUGUST 2017**