



## NEWCASTLE MUNICIPALITY VACANCIES

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

### **DEPARTMENT: COMMUNITY SERVICES**

Position	<b>LIBRARY ASSISTANT : POST ID : COMM2584</b>
Remuneration	R204 851,62 (Task Grade 7) per annum
Qualifications	<ul style="list-style-type: none"> <li>• Grade12 / Matric</li> <li>• Computer Literacy – MS Office</li> <li>• Must be able to communicate in two of the official languages (Isizulu, English or Afrikaans)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 1 Year relevant experience</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• General library and counter duties</li> <li>• Book repairs, process, shelving, tidying of shelves and problems</li> <li>• Assist with presentation of holiday programmes</li> <li>• Photocopies</li> <li>• Telephonic renewals</li> <li>• Assist with service to depots</li> <li>• Community information and notice boards</li> <li>• Assist with displays</li> <li>• Overdue reminders – Envelope and mail</li> <li>• Filing</li> <li>• Any other work related task delegated by supervisor</li> </ul>
Where advertised	<ul style="list-style-type: none"> <li>• Internal and website</li> </ul>

**Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1<sup>st</sup> Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Chief Librarian, Mrs A Botes at 034 – 328 7617.**

- 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 accept 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 supplied.
- 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 representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.

- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

**CLOSING DATE : 3 March 2023**



