



NEWCASTLE MUNICIPALITY VACANCIES

CS41/2023

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

DEPARTMENT: COMMUNITY SERVICES

Position	LIBRARY ASSISTANT : POST ID : COMM2572
Remuneration	R204 851,62 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Grade 12
Experience	<ul style="list-style-type: none"> • 1 year experience in reading of Braille and ability to use devices for blind and visually impaired people.
Additional requirements	<ul style="list-style-type: none"> • Computer Literacy – Knowledge of and ability to use the JAWS Programme • Must be able to work in groups and with individuals of all age groups including young children • Excellent interpersonal skills • Must be able to communicate in English or Afrikaans and Isizulu • Required to work on Saturdays • Required to work according to a roster or as otherwise required
Responsibilities	<ul style="list-style-type: none"> • General Library duties. • Assist with the Mini Library for the Blind Service. • Assist visually impaired / blind patrons to use special devices. <ul style="list-style-type: none"> - Document Reader - Computer and Internet (JAWS Programme) - Daisy players / Victor Reader • Assist with outreach programmes to visually impaired / blind library patrons. • Teaching of braille - reading and writing. • Any other work-related task delegated by supervisor , in order to ensure that Newcastle Municipality is enabled to provide communities with a professional and quality service in the dissemination of information.
Where Advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal Website • A Braille version of the advert is available at the Newcastle and Osizweni Libraries

Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Chief Librarian : Community Services :Arts Culture and Amenities) : Mrs. A Botes 034-328 7600

- 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 representatively 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 : 20 OCTOBER 2023