

# MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality is an employer committed to equal employment and invites persons to apply for the under mentioned vacancy

## **ASSISTANT LIBRARIAN**

**APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY WILL RECEIVE PREFERENCE**

### **REQUIREMENTS**

- Degree (NQF Level 7) or National Diploma (NQF Level 6) in Library Information Science
- Basic computer literacy
- Code B Driver's License
- 1 year experience
- Required to work after hours/ traveling to meetings, venues, etc.
- Proficiency in at least 2 of the 3 official languages of the Western Cape
- Good interpersonal skills

### **KEY PERFORMANCE AREAS**

- Coordinates and control tasks/activities associated with controlling personnel performance, productivity and discipline
- Specific administrative and reporting functions related to functionality
- Performing support and professional activities, procedures and outcomes associated with the provision of a comprehensive information service to local communities
- Specific procedures with regards to the acquisition, organisation and communication of information
- Participate in programmes aimed at developing and strengthening a reading and learning culture
- Communicate and liaise with relevant institutions, stakeholders
- Create and utilise opportunities to promote the services the library has to offer
- Participate in daily operation of library- information dissemination, financial procedures, desk duty, registration of patrons, computer work and administration
- Handling and recording money matters in order to safeguard cash received for services rendered
- Responsible for the library stock received for safekeeping and maintenance purposes

**SALARY SCALE: R202 633.68 – R263 030.64 per annum (T9)**

**CLOSING DATE: 28 JUNE 2019  
(No applications received after 13h00 will be accepted)**

### **GENERAL:**

- Shortlisted candidates will be subjected and required to undergo a theoretical and practical test.
- Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal web-site ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) or electronically available from the contact person mentioned hereunder.
- Original Certified copies of proof of qualifications should accompany the CV.
- **Electronic applications may be e-mailed to [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)**
- For equity purposes please indicate your race, gender and disability status.
- Further details are obtainable from Ms C Wagenaar or Ms G October at telephone number (044) 606-5000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply with the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**ADV. MG GILIOME  
MUNICIPAL MANAGER**

# MOSSSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming, nooi persone om vir die ondergenoemde vakature aansoek te doen

## **ASSISTENT BIBLIOTEKARIS**

**(AANSOEKERS WAT BINNE DIE GRENSE VAN MOSSSELBAAI WOONAGTIG IS SAL VOORKEUR GENIET)**

### **VEREISTES**

- Graad (NQF Vlak 7) of Nasionale Diploma (NQF Vlak 6) in Biblioteek Inligtingswetenskap
- Rekenaargeletterdheid
- Kode B Bestuurderslisensie
- 1 jaar ondervinding in soortgelyke posisie
- Vereis om na ure te werk/ reis na vergaderings, lokale, ens.
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie interpersoonlike vaardighede

### **SLEUTEL PRESTASIE AREAS**

- Koördineer en beheer take/aktiwiteite geassosieer met beheer van personeelprestasie, produktiwiteit en dissipline
- Spesifieke administratiewe en verslaggewende funksies verwant aan funksionaliteit
- Uitvoer van ondersteuning- en professionele aktiwiteite, prosedures en uitkomste geassosieer met die voorsiening van 'n omvattende inligtingsdiens aan plaaslike gemeenskappe
- Spesifieke prosedures met betrekking tot die verkryging, organisasie en kommunikasie van inligting
- Deelname aan programme gerig tot ontwikkeling en versterking van 'n lees en leerkultuur
- Kommunikeer en skakel met verwante instellings en belanghebbendes
- Skep en maak gebruik van geleenthede om die dienste wat die biblioteek bied te bevorder
- Deelname in daaglikse werksaamhede van biblioteek, bv. inligtingverspreiding, finansiële prosedures, toonbankdiens, registrasie van lede, rekenaarwerk en administrasie
- Hanteer en vaslegging van kontant om geld vir gelewerde dienste te beveilig
- Verantwoordelik vir die veilige bewaring en instandhoudings van biblioteekvoorraad

**SALARISSKAAL: R202 633.68 – R263 030.64 per jaar (T9)**

**SLUITINGSDATUM: 28 JUNIE 2019**  
**(Geen aansoeke sal na 13h00 aanvaar word nie)**

### **ALGEMEEN:**

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets te ondergaan.
- Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod gemaak deur die Munisipaliteit en deur die aansoeker aanvaar is nie.
- Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei. Aansoekvorms is beskikbaar op die Munisipale web-tuiste ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) of elektronies van die kontakpersoon hieronder.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoekvorms kan gestuur word aan [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).**
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar of Me G October by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.

- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

ADV. MG GILLIOMEE  
MUNISIPALE BESTUURDER

**UMASIPALA WASEMOSEL BHAYI**  
**UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo**

**UMNCEDISI WETHALA LEENCWADI**

**(ABENZI-ZICELO ABAHLALA KWIMIDA KAMASIPALA WASE MOSEL BHAYI BAYAKUQWALASELWA KUQALA)**

**IIMFUNO / OKULINDELEKILEYO**

- IsiDanga okanye iDiploma kwiNzuluwazi yeeNgcombolo ngoluNcwadi (NQF Umgangatho 4)
- Ulwazi olusisiseko ngengqondo-mtshini i(Khompyutha)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Amava onyaka omnye (1).
- Kulindeleke ukuba usebenze emva kweeyure ezisesikweni zomsebenzi/ uhambele iintlanganiso, iindawo, njalo-njalo
- Ulwazi olugqibeleleyo kwiilwimiezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa.
- Izakhono ezigqibeleleyo zozhagamshelwano noluntu.

**IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukulungelelanisa nokulawula imisebenzi/iintshukumo ezingqamene nolawulo lwabasebenzi, imveliso kunye nokuziphatha.
- Imisebenzi ethile yolawulo kwanokwenza iingxelo, iinkqubo kunye neziphumo ezingqamene nobonelelo lweengcombolo ezigqibeleleyo kuluntu lwasekuhlaleni.
- Iinkqubo ezithile ezimalunga nokufumana, ukuququzelela kwanokunxibelelana ngeengcombolo.
- Ukunxibelelana kwanokuthetha-thethana namaziko achaphazelekayo, abathabathi-nxaxheba.
- Ukudala kwanokusebenzisa amathuba ophuhliso lwenkonzo yethala leencwadi.
- Ukuthabatha inxaxheba kwimisebenzi yethala leencwadi imihla-ngemihla-ukusasaza ulwazi, iinkqubo zezimali, imisebenzi yedesika, ubhaliso lwabasebenzisi bethala leencwadi, umsebenzi wethala leencwadi kunye nolawulo.
- Ukusebenza ngemali kwanokushicilela imali engenileyo ngenjongo yokukhusela imali engenileyo yeenkonzo ezinikezelweyo.
- Ukuba noxanduva lwestokhwe esifunyenwe lithala leencwadi ngenjongo yokusigcina sikhuselekile kwaneenjongo zokusigcina sikwimeko efanelekileyo.

**UMLINGANISELO WOMVUZU:**

**R202 633.68 – R263 030.64 ngonyaka (T9)**

**UMHLA WOKUVALA:**

**28 JUNIE 2019**

**(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)**

**GABALALA:**

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhathshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ungazithunyelwa nge-imeyile xa utha waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqu zemfundo nezinqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- **Izicelo ezenziwa ngobuchwepheshe zingathunyelwa nge-imeyile ku [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)**
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn G October kulenombolo yomnxeba (044)606 5000.

- Ukuba akufumenanga mpendulo kwisicelo sakho kwisithuba seentsuku ezingama-40,ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

**GQWETHA MG GILIOMEE**  
**UMPHATHI KAMASIPALA**