

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

APPLICANTS WHO PREVIOUSLY APPLIED FOR THIS POSITION ARE ENCOURAGED TO RE-APPLY

2. **Department:** Community Development
Branch: Library & Information Services
Designation: Library Assistant
Salary Range: R12 889.14 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4;
- Required standard of literacy, numeracy and general knowledge; and
- 6 - 12 months' experience in a library environment required.

Primary Function: The position will assist the Librarian in rendering a direct Library and Information Service to the public. It will assist with all administrative operations of the library and partake Outreach Programmes by actively helping and conducting Story Sessions and reading competitions and programmes. It will further partake in personnel and staff skills development and also adhere to library financial procedures.

Key Performance Areas: Assist with daily administrative and operational tasks of the library. Adhere to library financial procedures. Partake in personal staff skills development and outreach programmes

Leading Competencies: Ability to work in a team; time management; interpersonal people and communication skills.

Core Competencies: Collaborative/Teamwork; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics and Confidentiality.

This is an employment equity targeted position and preference will be given to African/Indian/Colored/White Males and African/White/Indian Females including people with disabilities

Contact Person: Nonjabulo Sibiyi
Tel No: (011) 407 6039
Workplace: Region A - G

All applications will be through the website using this link:

016/2022_Community Development_Library Assistant
<https://share.hsforms.com/1UYtt2iLcS7SVnRWkptlbfq469t>

Or visit www.joburg.org.za and click on Vacancies

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CLOSING DATE: 15 MARCH 2022

VACANCY CIRCULAR: 016/2022
