

## PUBLIC NOTICEBOARD ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

**PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 13 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.**

<b>Business Unit</b>	<b>Community Services and Public Amenities</b>
<b>Post</b>	<b>Library Assistant</b>
<b>Notice No.</b>	<b>MN149/2025</b>
<b>Reference No.</b>	<b>KZ292CMSL004</b>
<b>Task Grade</b>	<b>T5</b>
<b>Remuneration</b>	<b>R148 873.92 - R192 272.28 per annum</b>
<b>Requirements</b>	A Grade 12 at an NQF level 4, Computer literate (MS Word, Excel and Outlook), 1-year relevant working experience. Candidates currently studying towards a Library and Information Science qualification will be given first priorities.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Attends to user needs/ requirements and executes specific processes associated with the membership registrations, lending/ returns, by</li> <li>• Communicating with new and existing users, establishing the nature of the enquiry, issuing registration forms, new membership cards and/ or attending to issues/ returns applying laid down procedures (inserting date stamp on circulation list, checking condition of material, etc.)</li> <li>• Updating information on the computer database of user details and accessing specific fields to elicit information on overdue books and proceeding with forwarding notification upon approval.</li> <li>• Attending to special requests for specific library material, completing request forms and submitting to immediate superior for approval and processing.</li> <li>• Providing information to the users from different media such as computers, books etc.</li> <li>• Monitor the library users to ensure that the library rules and related policies are adhered to.</li> <li>• Collecting and receipting payments, counting and reconciling totals and forwarding the schedule and transactional documentation to the immediate superior for approval prior to proceeding with the transfer of cash for depositing/ banking.</li> </ul>

	<p>Providing the library extended services like faxing, scanning, laminating, gaming etc.</p> <ul style="list-style-type: none"> <li>• Opening and closing the library and serve a relief at other libraries as per supervisor's instruction</li> <li>• Loading, linking, updating library items / patrons on the library system using the library approved procedures</li> <li>• Doing follow-up for the overdue library items by using library guide and procedure.</li> <li>• Assist in the provision of ICT services at the libraries using procedures in place.</li> <li>• Providing library extended services e.g. faxing, laminating, scanning, gaming, etc.</li> <li>• Shelving books in accordance with allocations (fiction/ nonfiction, author reference),</li> <li>• Conducting stock counts of library material and/ or removing and preparing/ packaging outdated books for return.</li> <li>• Preparing the different library items for the circulation purpose and restoring the items following the laid down procedures. Participating in collection development methods used by the libraries as per the librarian instructions e.g. going for books exchange</li> <li>• Review and evaluate resource materials, such as book reviews in order to select and order print</li> <li>• Creating, arranging and setting up displays using different methods such as using print and artistic 'techniques to design posters advertising the content and character of the books. Checking the condition of security mechanisms (security tags, tattle tape) and attending to the replacement and/or repairing books, replacing covers, erasing marks and removing stains. Etc.</li> </ul>
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**PLEASE NOTE:**

1. Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for the attention of the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be deposited on the application box for vacancies, 34 Chief Albert Luthuli Street OK MALL BUILDING KwaDukuza) For enquiries Please call **032 437 5142/ 5150**.
2. The Closing date and time is **Friday, 07 August 2025 at 12H00**. No applications will be accepted after the closing date and time.
3. Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE** ([www.kwadukuza.gov.za](http://www.kwadukuza.gov.za))
4. KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.

5. Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.
6. Council reserves the right not to appoint any candidate to this post or to make required adjustments.
7. Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.