



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

## **LIBRARY ASSISTANT (6 vacancies)**

(1x Permanent Position, 5x 1year Conditional Grant Contracts)

### **COMMUNITY AND PROTECTION SERVICES**

#### **LIBRARY SERVICES**

#### **Minimum Requirements:**

Minimum qualification of Grade 12 or NQF level 4 • Minimum 1 year library experience

#### **Other Requirements:**

Proficiency in at least two (2) of the official languages of the Western Cape • Basic computer literacy • Sound interpersonal skills and customer oriented • Applicants must have a good general knowledge with an interest in reading and current affairs

#### **Responsibilities/Duties:**

Rostered circulation desk duties and assisting customers with self-serve technology • Connecting customers with library, council and community resources and services • Use of automated information systems, databases and other technology for a range of processing and service tasks • Use of the SLiMS Library Management System • Maintain collections using established procedures and systems • Assist with customer service, readers' advisory, circulation activities, collection management and assisting customers with Wi-Fi and general computer queries, community focused activities including children's programmes, adult activities and community focused learning programmes •

The position is based on a 40-hour week with time-tabled weekend shifts and can be expected to work at all branches.

**Added advantage:** Knowledge of SLiMS • Registered member of LIASA

**Job related enquiries:** Ms S Majudith (021 808 8393)

**Salary:** R121 266.72- R 157 424.88 (subject to evaluation)

Plus benefits


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*Your application, accompanied by a covering letter, a comprehensive CV and the details of three (3) contactable referees, must be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599 or hand delivered and dropped in the application box at Ecclesia Building, 71 Plein Street, Stellenbosch. No e-mails or faxes will be accepted.*

*Please note: By applying for this position, the candidate consents to the verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Recently certified copies (not older than a year) of your qualifications, identity document and driver's license (if applicable) is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered. Receipt of applications will not be acknowledged and no supporting documentation will be returned.*

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

**Closing date:** 29 April 2019 @ 12:00

 Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package.

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