



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

MANAGER: LIBRARY SERVICES (Permanent Post)

COMMUNITY AND PROTECTION SERVICES

LIBRARY SERVICES

The successful incumbent will report to the Senior Manager: Community Services

Minimum Requirements:

Relevant B Degree (B Bibl or equivalent) • Up to 8 years' experience in a library environment with at least 3 years' experience at managerial level • A valid Code B driver's licence • Computer literacy pertaining to MS Office applications • The modules required in terms of the MFMA (if the employee does not have this qualification it must be obtained within 18 months of appointment)

Other Requirements:

In-depth understanding and knowledge of the application of professional Library and Information Services principles, practices and procedures • Computer literacy pertaining to MS Office applications • Analytical skills and conceptual understanding • Excellent interpersonal skills • Language proficiency in at least two of the three Western Cape official languages (English, Afrikaans, Xhosa) • Leadership • Attention to detail • Conflict resolution • Financial Management skills • Ability to provide strategic inputs and guidance

Responsibilities/Duties:

Participating in the formulation, monitoring, review and implementation of policies and procedures in conjunction with the Director: Community and Protection Services • Managing the activities, procedures and outcomes associated with the provision of a comprehensive library service to local communities and the training and development of personnel • Monitoring staff performance within the libraries • Directing and controlling financial management procedures in the libraries • Managing special projects and programmes in the libraries • Managing relationships and partnerships in order to ensure the implementation of business improvement initiatives and partnerships.

Job related enquiries: Mr Albert van der Merwe (021 808 8161)

Salary: R 369 672.96- R 479 815.20 (subject to evaluation)


Plus benefits

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. The Council reserves the right not to make an appointment and to add/amend/change the salary package.
