

**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
EXTERNAL**

Job notice number: 11/ 2016

Job Title: **PROGRAMME LIBRARIAN** (2 year contract)

Department: **COMMUNITY SERVICES**

Number of Positions Available: 1

Application closing date: 23 March 2016, before 12H00

Remuneration: R227 178.00 per annum

Appointments requirements: Must be in possession of a 3 year Diploma/ B Degree in Library Information Science or Higher Educational Diploma (NQF 6) tertiary qualification. At least two years working experience in the Library information field. Excellent communication (both written and verbal) and interpersonal skills. Valid Driver's License, Code 8 is compulsory. Computer Literate: sound analytical and language skills. Experience in working with children. Project Management experience and proof of projects. Promotion, marketing and exhibitions

Personal Attributes/competencies: An ability to work individually as well as in a team. Must be able to work under extreme pressure.

Duties: Prepare and coordinate library programmes and projects at all libraries. Co-ordinate the acquisition of material needed to present programmes. Compile written reports on programmes presented and on job related issues. Conduct audits on assets and reports on findings. Conduct assets verification and control (Asset Management). To creatively initiate, plan, develop and implement after consultation with stakeholders outreach programmes according to need and after research is conducted. Promote and market the libraries through exhibitions.

Contact person: Nerina Ramsammy

Telephone: 016 492 0207

Applications must be lodged at: Enquiries or P.O Box 201
Corner H F Verwoerd and Louw Street Heidelberg
Heidelberg 1441
1438

Advertisement date: 09 March 2016

Applicants who have not been contacted within three months from the closing date should consider themselves unsuccessful. The Lesedi Local Municipality is an equal opportunity affirmative action employer. Disabled persons are encouraged to apply. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate.