

## **DANNHAUSER MUNICIPALITY (KZN 254)**

Dannhauser Local Municipality (KZN 254) is a Local Municipality situated in Northern KZN incorporating Hattingspruit and Durnacol with its seat at Dannhauser, invites suitably qualified candidates to apply for the following position:

**DEPARTMENT : COMMUNITY SERVICES**  
**SECTION : LIBRARY SERVICES**  
**VACANCY : 2X LIBRARY ASSISTANT**

### **ESSENTIAL REQUIREMENTS**

- Matric or Grade 12 Certificate
- 2 years' experience in Library or records/documents management environment
- Computer literacy.

### **ACADEMIC AND OTHER PREFERRED REQUIREMENTS**

- General understanding of library administrative procedures and services
- General understanding of local government systems, procedures, and processes
- Good interpersonal and communication skills (written and verbal)
- Ability to work under pressure.

### **DUTIES AND RESPONSIBILITIES**

The successful candidate will be required to perform, inter alia the following duties

- Assist with retrieval of borrowed library materials
- Assist users with information searching and learners with school projects
- File Library material in sequential order both numerically and alphabetically
- Assist with library orientation to local schools and library activities
- Assist during library promotional programmes
- Monitor and processing of stationery and material
- Assist in unpacking and dispatch of library material
- Perform cataloguing and classification of library material

## **REMUNERATION**

Salary – Task 6 Notch1 of a Grade 2 Local Municipality (R 142 057.80 per annum) of a Grade 2 Local Municipality as per 2022/2023 financial year, plus normal fringe benefits including pension, medical aid, group life and 13<sup>th</sup> cheque.

Please note that **NO** applications by E-mail or Fax will be accepted.

Applicants should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a detailed curriculum vitae accompanied by covering letter and certified copies of all qualifications marked “**LIBRARY ASSISTANT**” shall be sent to the Municipal Manager, 8 Church Street, Dannhauser, 3080, or handed in at

**8 Church Street,  
Dannhauser  
3080**

Any enquiries relating to this advertisement may be directed to the Acting Municipal Manager, Mrs. D Mohapi, at 8 Church Street, Dannhauser, Office no. **08** Main Building of Head Office, who can also be contacted on 034 621 2666 during office hours commencing from 07H30 – 16H00, with a lunch interval between 13H00 – 13H30, Monday to Friday.

Selection will be made in terms of the Recruitment, Selection and Appointment Policy of Dannhauser Municipality.

**CLOSING DATE** : **22 JULY 2022**

**MOHAPI DM  
ACTING MUNICIPAL MANAGER**

**NOTICE NO. 28/06/2022**