

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 : SENIOR LIBRARIAN

ESSENTIAL REQUIREMENTS

- Degree/National Diploma in Library and information Science
- Computer Certificate
- 2 years' experience in Library environment
- Drivers Licence
- Excellent interpersonal and computer skills
- General knowledge of library services

ACADEMIC AND OTHER PREFERRED REQUIREMENTS

- Maturity, analytic ability and integrity
- Computer literacy
- Willingness to work long hours
- No criminal record
- Prove good health in line with the requirements of the job

DUTIES AND RESPONSIBILITIES

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

- Market and promote the library services
- Research on user and prospective user needs
- Attend to circulation of library material and assist in other functions of the library
- Information storage, retrieval, and reporting
- Manage the library and information services
- Monitor the library budget and give inputs to the library budget
- Monitor and verify the registration of membership on the system
- Educating and orientating public regarding the library/ reading to enhance library awareness and ensure optimal use of available source
- Supervise the public internet facilities
- Deal with all customer complaints and queries

REMUNERATION

Salary – Task 12 Notch1 of a Grade 2 Local Municipality (R 341 620.68 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 13th 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 “**SENIOR LIBRARIAN**” 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 D
ACTING MUNICIPAL MANAGER**

NOTICE NO. 29/06/2022