



DANNHAUSER MUNICIPALITY

EXTERNAL ADVERTISEMENT

Dannhauser Local Municipality (KZ 254) incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

REF NO : 08/06/26/01
POSITION : Manager: Librarian Services
DEPARTMENT : Community Services
SALARY : Task Grade 15 of a Grade 2 Municipality, plus normal fringe benefits. (Subject to job evaluation outcomes)
TERM OF CONTRACT : Permanent

REQUIREMENTS: Grade 12, Diploma in Library and Information studies/Bachelor's Degree in Library Science/ Library and Information Science/Bachelor of Technology: Library and Information Studies or relevant 3-4 year qualification. A minimum of 5 years relevant experience of which 2 years must be at Supervisory level in Local Government Administration. Valid driver's licence.

KNOWLEDGE AND SKILLS:

Knowledge of local government legislation and policies. Excellent communication skills, innovation & reporting. Legislation and Policy Analysing skills; High level of responsibility; Ability to give attention to detail; Excellent presentation skills; Work after normal working hours, during emergencies and planned overtime; Ethical Conduct; and Ability to maintain high level of confidentiality; Organisational awareness; Problem solving; Planning and organising; Business processes; Use of technology; Data processing and analysis; Interpersonal relationships; Service delivery orientation; Client orientation; Action orientation; Change readiness; Cognitive ability; Learning orientation; Impact and influence; Team orientation; Direction setting; Coaching and Mentoring.

RESPONSIBILITIES:

- Managing and monitoring library functions so that the short, medium and long-term goals and objectives of the Dannhauser Municipality Library Services as set out in the Integrated Development Plan and the Long-Term Development Framework are achieved
- Assigning logical duties based on clear outlines of responsibility and authority, giving directions that are clear, understandable, specific and enable that Library Services to be fairly distributed throughout the community.
- Making sound and logical decisions with the active participation of the sub-ordinates directly affected, considering alternatives and monitoring decisions to be carried out promptly
- Initiating/evaluating/formulating/reviewing policies and procedures in consultation with support staff/departments
- Managing, aligning and implementing policies and procedures for effective functioning of the Dannhauser Municipality Library Services
- Managing and enforcing service delivery standards and established control measures
- Managing and Implementing the Service Delivery and Budget Implementation Plan for Library Services – determining, monitoring and reporting
- Planning, managing and reporting library programmes, outreach programmes, library promotion activities, as well as extension services.
- Initiating and planning new activities/services/facilities for Dannhauser Municipality Libraries
- Motivating and requesting for grant funding for projects in line with short term and long-term goals/planning
- Consulting with relevant communities, Sector Departments and Provincial Department regarding site identification, facility planning, designing, layout, budgeting and implementing
- Attending, presenting and making recommendations in meetings arranged by the Department: Sport, Arts and Culture.
- Liaising with other departments, regional offices, provincial government departments and KZN Provincial Department of Sport, Arts and Culture regarding grant fundings and reporting on grants received, planning and organising programmes, training of staff and other operational requirements.
- Handling complaints – community and internal where it requires higher intervention
- Promoting library services to the community by publicizing special programs and events, to highlight special services of, and to inform people about the library in general.
- Compiling reports to Portfolio Committee / Exco / Council for consideration
- Compiling Annual and Close Out Reports (Municipal and Dept. Sport, Arts and Culture)
- Compiling quarterly performance reporting – SDBIP
- Compiling quarterly grant expenditure reports.
- Responding to audit queries

NOTE: Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. It is the applicant's responsibility to Have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

APPLICATIONS: Applications should be accompanied by a comprehensive Curriculum Vitae, certified copies of all qualifications. All Applications should be directed to the Municipal Manager and hand delivered to No.01 West Street, Dannhauser 3080 or emailed to: Hr@dannhauser.gov.za

PLEASE NOTE THAT NO APPLICATION BY FAX WILL BE ACCEPTED.

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

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

The Municipality encourages people with disabilities and people from designated groups to apply for the vacant post

CLOSING DATE: 30 July 2026 by no later than 12h00

ENQUIRIES: Enquiries may be directed to Mr. M.S. Sithole, Municipal Manager at 034 621 2291 or email to: municipalmanager@dannhauser.gov.za

MUNICIPAL MANAGER
MR. M.S SITHOLE