



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

LIBRARIAN (PIKETBERG) **DIRECTORATE: COMMUNITY SERVICES**

Requirements: Degree / National Diploma in Library Science · Code B Driver's License · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa – Read, Write and Speak) · Computer literacy (library office applications) · High level of responsibility · Ability to give attention to detail · Good management, human relations, interpersonal and communication skills · Two (2) years relevant experience of the key performance areas.

Key Performance Areas: Co-ordinates and control activities, procedures and outcomes associated with the provision of a comprehensive information service to local communities through established libraries · Co-ordinates and control tasks / activities associated with controlling personnel performance, productivity and discipline · Co-ordinates and executes specific procedural applications associated with the acquisition, organization and communication of information · Cataloguing, indexing, capturing data on SLIMS and barcoding of new materials · Co-ordinates specific activities associated with promoting reader awareness and interest · Preparing and submitting monthly reports.

Salary:	R 272 928.00 per annum (T11 of a Category 3 Local Authority)
Date of acceptance:	01 October 2021 or as soon as possible
Enquiries:	Ms G Croeser at 022 913 6000

GENERAL :

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subjected to Police clearings; which means that you give us permission to obtain Police clearance, by applying for a position at the Municipality.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and applications you confirm that the information you have to provide to us is true, up to date and correct.
11. Preference will be given to internal and local candidates within Bergrivier Municipal area.

A covering letter with atleast two contactable references (managers, subordinates or peers) must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website www.bergmun.org.za), with certified copies of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach the **Municipal Offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Ms W Terry Thomas (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED

CLOSING DATE: FRIDAY, 20 AUGUST 2021 AT 14:30

ADV H LINDE
MUNICIPAL MANAGER

MN 173/2021

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7320