

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: COMMUNITY DEVELOPMENT

UNIT: LIBRARY SERVICES

POSITION: LIBRARIAN

Salary

R391 884.00 – R432 780.00 per annum (Level 8)

Qualifications

- Grade 12
- Librarian B. Bib/ BTech

Experience

- 2 – 3 years' experience in a Public Library

Requirements

- Computer Literacy
- Registered member of LIASA
- Valid Code B driver's license

Key Performance Areas

- Coordinate and controls the activities, procedures and outcomes associated with the provision of a comprehensive information service to local communities through established libraries by communication to personnel through the verbal and written mediums procedural requirements and/or circulating notices to inform personnel on new intervention/ procedures
- Conducting observations of work sequences, monitoring adherence to the receipting, storage and loans sequence of library material and determining the extent of awareness of specific procedures and/or the need for corrective/ remedial measures
- Coordinate and controls tasks or activities associated with controlling personnel performance, productivity and discipline by monitoring attendance or conduct and output and addressing deviations from agreed performance indicators through meetings or counselling and/or other approved methods designed to improve and motivate personnel
- Communicating with new and existing users, establishing the nature of the enquiry, issuing registration forms, new membership cards and/or attending to issue or returns applying laid down procedures (inserting date stamp on circulation list, checking condition of material)
- Creating, arranging and setting up displays of new books using print and artistic techniques to design posters advertising the content and characters of the books
- Coordinates specific administrative and reporting requirements associated operational key performance and result indicators by preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery execution

CLOSING DATE: 17 September 2025

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

Also note that:

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**MS. L SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO. 38/2025