



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

- **Senior Librarian: Community Development: Permanent Position**
- **Senior Librarian eLearning: Community Development: Permanent Position**
- **Senior Librarian Resource Development: Community Development: Permanent Position**

APPLY: https://www.joburg.org.za/work_/Pages/Work%20in%20Joburg/Vacancies/Vacancies.aspx

- Interested applicants are invited to apply for the positions listed in the circular.
- Complete online job application form and attach all relevant documents (Certified Qualification/s, ID, and CV).
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide membership number and expiry date
- If you are an internal applicant, your employee number will be required.
- The City of Johannesburg reserves the right not to make an appointment.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
- The City of Johannesburg is an equal opportunity employer.

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. Only shortlisted candidates will be contacted.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

SENIOR LIBRARIAN PERMANENT POSITION

1. **DEPARTMENT:** Community Development
BRANCH: Library and Information Services
DESIGNATION: Senior Librarian
REMUNERATION: R500 251,26 (Annual package)
LOCATION: Region A – G JCL

MINIMUM REQUIREMENT:

- 4-year Tertiary qualification in Library and Information Science -480 credits (NQF level 7);
- 3 years' experience public library services.
- Working knowledge of electronic Library Systems.
- Knowledge of Policies and Procedures of the City.
- Member of a LIS Professional Body; and

PRIMARY FUNCTION: Manage all aspects of the operations of a regional/branch library to provide a people oriented, efficient and cost-effective library service to the public.

KEY PERFORMANCE AREAS:

- Manage library staff
- Tend to routine operational requirements of the Regional/Branch Library in line with the LIS Minimum Standards
- Provide comprehensive and efficient library services to the public

LEADING COMPETENCIES

- Ability to function under stress
- Time management
- Organisational skills

CORE COMPETENCIES:

- Collaborative/Teamwork
- Value and Integrity
- Attention to detail and quality focused
- Customer and Service Delivery Management (Batho Pele) Ethics
- Integrity and Professionalism
- Impact and Influence and Confidentiality
- Good interpersonal and communication skills (verbal and written)

All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ENQUIRIES ONLY

Contact Person: Thato Sepuru
Tel No: (011) 407 7198

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share.hsforms.com/1MTeZvVL9Qy-AqDSb7EAhiQ469tl>

APPLY ONLINE VIA www.joburg.org.za

CLOSING DATE: TUESDAY, 10 MAY 2022



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

SENIOR LIBRARIAN eLEARNING PERMANENT POSITION

2. DEPARTMENT:	Community Development
BRANCH:	Library and Information Services
DESIGNATION:	Senior Librarian eLearning
REMUNERATION:	R500 251,26 (Annual package)
LOCATION:	Solomon Street

MINIMUM REQUIREMENTS:

- 4-year Tertiary qualification in Library and Information Science, Information System - 480 credits (NQF level 7);
- Experience in using a computerized library system;
- 3 – 5 years' professional library experience;
- Valid Driver's license min Code 8.

PRIMARY FUNCTION: Manage and provide effective support eLearning Programmes through the use of the Integrated Library System, eResources and other eLearning and technology-based applications across the City's Libraries and ensure provision of training and required technical support to ensure optimum functionality focusing on:

- Ensuring the efficient use of the Library's digital services
- Ensuring the efficient use of the Library's electronic resource collection, including the development of the digitalized collections
- Ensuring the constant research on global digital trends to regularly introduce new eLearning programmes and applications

Ensuring the effectiveness of the IT equipment and CoJ networks (including access to free Wi-Fi in Libraries).

KEY PERFORMANCE AREAS:

- Supervise and perform system administration functions on the Integrated Library System
- Supervise the implementation and use of the Library and Information Services eLearning programmes and applications throughout the City
- Coordinate training relating to the Library System, stock taking, electronic resources and other eLearning and technology-based applications used in the Library
- Participate in the induction, on-the-job-training, supervision and mentoring of eLearning and Library Applications
- Apply specialist skills gained through experience
- Contribute with colleagues, supervisors, library personnel, other Council Departments, library suppliers and vendors
- Coordinate and perform various administrative and routine tasks and assist with the documentation and maintenance of procedures and staff manuals



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

LEADING COMPETENCIES:

- In-depth knowledge of library and information science required to perform tasks competently and independently to give optimal value to the service
- Using all the modules of the Library computer system optimally to be able to help users in all aspects of searching, ordering, etc.

CORE COMPETENCIES:

- Written and verbal skills
- Good communication skills; Networking, Planning and Organizing and Training skills

All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements

Contact Person: Thato Sepuru
Tel No: (011) 407 7198

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share.hsforms.com/1B6hEestvRQ2FmOhVav2IzQ469tI>

APPLY ONLINE VIA www.joburg.org.za

CLOSING DATE: TUESDAY, 10 MAY 2022



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

SENIOR LIBRARIAN REOSURCE DEVELOPMENT PERMANENT POSITION

3. **DEPARTMENT:** Community Development
BRANCH: Library and Information Services (LIS)
DESIGNATION: Senior Librarian Resource Development
REMUNERATION: R500 251,26 (Annual package)
LOCATION: Solomon Street

MINIMUM REQUIREMENT:

- 4-year Tertiary qualification in Library and Information Science 480 credits (NQF level 7);
- 3 years' experience in a relevant specialist position in library services;
- Knowledge of Council Policies and Procedures;
- In-depth knowledge of LIS services and a further 2 years' generalist librarian experience;
- Exposure to, and a working knowledge of facility and resource management;
- Valid Driver's licence.

PRIMARY FUNCTION: Organise, assist in and perform activities that support the selection and procurement of operational capital items, repairs and maintenance expenditure for LIS, as well as identified capital projects, the collection and processing of statistics and to control the cleaning, repair, development and maintenance of the LIS Head Office premises

KEY PERFORMANCE:

- Provide input into capital projects and assist the Manager: Resource Development
- Assist the Manager with LIS operational budget, operational capital budget, procurement and grants
- Collect and process statistics for LIS
- Assist the Manager with the recording and movement of existing assets and the addition of new assets, including stock control
- Assist the Manager with the LIS maintenance needs and issues
- Manage the gardens, cleaning, support services and maintenance of LIS Head Office
- Manage the procurement and issuing of stationery and cleaning materials used by Policy and Procedures/Extended Services and Resource Mobilisation
- Manage compliance to OHASA matters (Safety Health and Environment Logistics Administration – SHELA) at LIS Head Office
- Manage the human resources of the Department

LEADING COMPETENCIES:

- In-depth knowledge of library and information science required to perform tasks competently and independently to give optimal value to the service
- Using all the modules of the Library computer system optimally to be able to help users in all aspects of searching, ordering, etc.



a world class African city

CORE COMPETENCIES:

- Computer skills
- Good project management, negotiation and marketing related skills
- Very good verbal and written communication skills

All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements.

ENQUIRIES ONLY:

Contact Person: Thato Sepuru
Tel No: (011) 407 7053

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share.hsforms.com/1Ry9IN_R8SbS4GyR_ydoPmA469tl

APPLY ONLINE VIA www.joburg.org.za

CLOSING DATE: TUESDAY, 10 MAY 2022

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg