



City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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VACANCY BULLETIN: STC 002/2019

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Community Development Department has the following short term contract opportunities for a period NOT exceeding twelve (12) months.

The details are as follows:

- 1) **Department:** Community Development
Branch: Library & Information Services
Designation: Trainee Librarian
Salary: R18 680.43 pm (all-inclusive salary)

Experience/Skills/Educational Requirements

- Four (4) year tertiary library qualification: B. Bibl / B. Inf. or PGDLIS or B. Tech (NQF level 7).
- Candidates with a three (3) year Technicon Diploma in Librarianship/NQF level 6 will also be considered.
- Qualified candidates with little or no library experience will be given preference.
- Good interpersonal and communication skills (verbal and written).
- Membership of Library and Information Association of South Africa (LIASA) will be an added advantage.

Job Description:

To be trained to assist in rendering public library services focusing on providing people oriented service to the community assisting with routine library operations, programmes and the central marketing and development services.

Training will include:

- Book stock knowledge, collection management and library house-keeping routines.
- Reference and information retrieval skills (print and electronic resources).
- Special collections in the Johannesburg City Library (e.g. Africana, Performing Arts).
- Library extension services and reading development programmes.
- Use of the automated library system.
- Basic computer skills.

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- 2) **Department:** Community Development
Branch: Library & Information Services (Region A to G incl. JCL)
Designation: Library Assistant (Extended hours)
Salary: R103.00 per hour and allowances (Sunday)

Experience/Skills/Educational Requirements

- Unemployed youth with Matric (Grade 12) /NQF level 4 qualification and above
- Youth/students currently studying will also be considered. There is no preference for post Matric qualification for which the student is enrolled.
- Good interpersonal and communication skills (verbal and written).
- Basic ICT skills.

Job Description:

- To provide basic library services during extended hours.
- Candidates are required to work extended hours as follows:
 - Saturdays and Sundays until 17h00
 - Weekdays until 20h00.

For further information relating to job requirements and description, interested applicants can contact Lizelle Cooke at (011) 407 6553.

An Application letter and comprehensive CV must be hand delivered to 14th floor, A-Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein, for attention of Lizelle Cooke or emailed to KgabaneP@joburg.org.za.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

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CLOSING DATE: 25 January 2019



SERENA PIENAAR

ACTING GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT

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