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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

**PERMANENT POSITIONS:**

- **Senior Library Assistant**
- **Librarian**
- **Senior Librarian**

**APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- 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 a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

**DISCLAIMER**

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- 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.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## SENIOR LIBRARY ASSISTANT

<b>DEPARTMENT:</b>	Community Development
<b>BRANCH:</b>	<b>Library and Information Services</b>
<b>DESIGNATION:</b>	<b>Senior Library Assistant</b>
<b>REMUNERATION:</b>	R18 093,91 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Various Regions

### Minimum Requirements:

- Grade 12/NQF level 4;
- Required standard of literacy, numeracy and general knowledge; and
- 4 years public library experience as a Library Assistant with administrative and supervisory experience/skills.

### Primary Function:

Assist the Senior Librarian/Librarian by taking responsibility for assigned duties in the library to render a direct Library and information Service to the public. Keep the administrative system running efficiently in order to support effective service rendering to the public.

### Key Performance Areas:

- Assist with daily administrative and operational tasks of the library;
- Provide effective information;
- Maintain accurate financial records;
- Supervise the work of Library Assistants and participate in skills development.

### Leading Competencies:

- Interpersonal skills;
- Communication skills;
- Computer literacy including MS Office Applications;
- Accuracy and efficiency;
- Administrative and supervisory skills;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and ability to prioritise.


### Core Competencies:


- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.


*“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. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”*



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

<https://share-eu1.hsforms.com/1c2lZppgLQ3GI7B5yJnFBCAew554>

APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

**Contact Person:** Kgotha Tshwane

**Tel No.:** 011 407 7198

**CLOSING DATE: WEDNESDAY, 20 NOVEMBER 2024**

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. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record.
- CV validation.
- Employment record verification.
- Criminal check.
- Identity validation.



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## LIBRARIAN

<b>DEPARTMENT:</b>	Community Development
<b>BRANCH:</b>	<b>Library and Information Services</b>
<b>DESIGNATION:</b>	<b>Librarian</b>
<b>REMUNERATION:</b>	R26 566,17 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Various Regions

### Minimum Requirements:

- 4 year degree in Library and Information Science (NQF level 7);
- 1 - 3 years' experience;
- Computer literacy (MS Office, Internet, Outlook) and Library Systems).

### Primary Function:

Render a people-oriented, efficient and cost effective Library and Information Service to the public.

### Key Performance Areas:

- Render and supervise routine library operations;
- See that communications needed to operate effectively are taking place;
- Manage and control financial matters concerning the day to day operations;
- Manage the staff matters under the control of the Librarian.

### Leading Competencies:

- Written and verbal and good communication skills;
- Networking skills;
- Computer literacy including MS Office Applications;
- Accountability;
- Public Relations;
- High level of confidentiality and planning and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.

### Core Competencies:

- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

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## SENIOR LIBRARIAN

<b><u>Department:</u></b>	Community Development
<b><u>Branch:</u></b>	<b>Library &amp; Information Services</b>
<b><u>Designation:</u></b>	<b>Senior Librarian</b>
<b><u>REMUNERATION:</u></b>	R32 878,57pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Various Regions

### **Minimum Requirements**

- 4-Year Tertiary qualification in Library and Information Services;
- 3 – 5 years experience in public library;
- Familiar with electronic Library Systems.

### **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 service to the public.

### **Leading Competencies:**

- Must be able to work under pressure;
- Work independently and make decision;
- Accuracy, efficiency and attention to detail.

### **Core Competencies:**

- Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism;
- Impact and Influence and Confidentiality;
- Good interpersonal and communication skill (verbal and written).

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