

VACANCY BULLETIN: STC 003/2017

CITY OF JOHANNESBURG

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg, 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/Directorate/Region:** Community Development
Branch: Library & Information Services
Designation: On the level of Snr Librarian: Bibliographic & Distribution Service / Mentor (9 positions) / Various Regions
Salary range: Stipend (not more than R14 036 or 80 hours per month)

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 will also be considered.
- A minimum of five (5) years' of professional and/or supervisory library experience, preferably within a computerized library environment.
- Previous experience in staff training and supervision.
- Good interpersonal and communication skill (verbal and written).

Job Description:

To manage and deliver in-service training to library staff and assist with specific operations relating to Library and Information Services' functions, focusing on:

- 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 (eg. Africana, Performing Arts)
- Library extension services and reading development programmes
- Use of the automated library system for circulation and cataloguing
- Basic computer skills.

For further information relating to Job Specification and Description, interested applicants can contact Nkhensani Mulaudzi at (011) 226 0937 or email to Terriannes@joburg.org.za. PLEASE STATE WHETHER YOU HAVE A THREE OR FOUR YEAR QUALIFICATION!

PUBLICATION DATE: 14 FEBRUARY 2017

CLOSING DATE: 27 FEBRUARY 2017


MOOGSYN JONES
DIRECTOR: TALENT ACQUISITION & FIELD SHARED SERVICES
GROUP HUMAN CAPITAL MANAGEMENT