



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASI-PALA

(EXTERNAL ADVERTISEMENT)

DIRECTORATE: COMMUNITY SERVICE

DIVISION: LIBRARY SERVICES

LOCATION: DE DOORNS

LIBRARIAN

(PERMANENT)

SALARY R 271 001.74 – R 351 730.32 per annum [T10]

TOTAL COST TO COUNCIL: R 381 997 – R 486 074 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: CS/LS01/0824

Job Purpose: To render an effective library service to the community by supervising sections in the main library and professional processes for the library service, supervising staff, building and maintaining stock, rendering a good service to clients, providing information, maintaining buildings, equipment and stock, performing administrative duties and finally extending activities through various outreach programs and displays, thus promoting reading, literacy, life-long learning and education.

Duties: Supervises and controls the activities, procedures and outcomes associated with the provision of a professional public library service • Supervises, trains and disciplines sub-ordinates Providing an effective and efficient library service which meets the needs of the community • Supervises the acquisition, processing and organisation and control of relevant library materials and information - as well as the communities access to these resources • Supervises the acquisition, processing and organisation and control of relevant library materials and information - as well as the communities' access to these resources • Attends to user needs/requirements, ensuring satisfied customers • Responsible for the execution of information queries from patrons and scholars, making resources and information available • Promoting the library and its services, reading, literacy and lifelong learning; making the library attractive; extending services; and educating • Maintain necessary administrative procedures • Maintaining the buildings, equipment, stationery and consumables.

Minimum Requirements:

- B. Bibl / B.LIS /B. Tech: LIS / B. Inf (Hons) or PGDip LIS.
- Code B driver's license
- Computer literacy
- Eligible to register for LIASA.
- 2 years' library experience and
- Proficient in at least 2 of the 3 languages in the Western Cape.

Competencies: (For detail description of competencies, read competency level 2 from page 482 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staffregulations-competency-framework/>)

Core Professional Competencies: People Management, Conceptual Thinking, Organisational Awareness, Attention to Detail, professional / Technical Proficiency.

Public Service Orientation: Interpersonal, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

Personal Competencies: Accountability and Ethical conduct, Resilience, Management of learning (learning orientation).

Public Service Orientation: Interpersonal Relationships, Communication, Client orientation and Customer Service.

Management and Leadership Competencies: Direction Setting, Coaching and Mentoring, Impact and Influence.

PLEASE NOTE: Please read the below conditions carefully, only those who comply with the conditions will be considered

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a new Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required Fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
8. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations.
9. For enquiries contact the **Human Resources Office at 023 348 4961** or on email address: jobs@bvm.gov.za
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation will immediately disqualify any applicant.
12. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **30 August 2024 at 13:00**.

The Municipality reserves its right not to make an appointment.

Quick access to apply scan below QR-Code

