



**BREED VALLEY**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**DEPARTMENT OF COMMUNITY SERVICES**

**SECTION: LIBRARY - WATERLOO**

**LIBRARIAN**

**SALARY: R209 280.00 – R271 620 .00 p.a. (T10)**

**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 building, 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; Supervises the acquisition, processing and organization 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; Maintaining the buildings, equipment, stationery and consumables; Maintain necessary administrative procedures.

**Requirements:** National Diploma in Library and information Studies; Code B driver's licence; Supervisory and management skills; Computer literacy (Word/Excel/Internet searches on intermediate level); Good interpersonal and communication skills; Fluent in two of the provinces three official languages of the Western Cape; Good writing and calculating skills; Be able to work independently; Ability to interpret and implement relevant library and municipal policies and procedures.

**Experience:** 2 year's relevant library experience

**Please note:** This position will be responsible for the children's library and children's outreach programs.

To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breedevale Valley Municipality, Private Bag x3046, Worcester, 6850, or email to [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za).

The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. Females and People with disabilities are encouraged to apply. For enquiries contact the Human Resource Office - Liezel Alberts at 023 348 4961.

All applications should reach us by **14 December 2018 before 12:00**

Please note that \* No late applications will be considered \*No faxes will be accepted \*If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful \*Candidates wishing to have their CV's returned should provide a self-addressed envelope with the required postage stamps\* Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification\* Fraudulent qualifications or documentation, will immediately disqualify any applicant.

**The Municipality reserves its right not to make an appointment**