



MADIBENG

LOCAL MUNICIPALITY

The municipality hereby invites applications from suitably qualified candidates to apply for the undermentioned senior management position to be stationed at Brits-North West Province " Bokone Bophirima" :

DIRECTORATE: COMMUNITY SERVICES POSITION: COORDINATOR: LIBRARIES

DIVISION: SOCIAL SERVICES, SPORT, ARTS AND CULTURE

POST LEVEL 5

SALARY SCALE R326 532 PER ANNUM

CLOSING DATE: 14 JULY 2017 (STRICTLY AT 16:00)

MINIMUM REQUIREMENTS:

- Grade 12
- Degree in Library & Information Science
- Code B driver's License
- Fluent in local languages
- Good human relations, interpersonal and communication skills
- Creative and innovative
- Computer Literacy(SLIMS and ability to do project research, including on the internet)
- Three(3) years relevant experience

KEY PERFORMANCE AREAS:

- Manage and control staff
- Manage and control the capital as well as operational budget
- Service as an agent between the Provincial Library Service and the Municipality
- Timely submission and implementation of reports to and from management
- Deliver an appropriate library and information service to the whole community
- Ensure an effective and efficient management and supervisory system for the library network
- Ensures monitoring and evaluation in library services
- Undertake preliminary disciplinary investigations or hearings
- Must comply with the Provincial Library Services' and Council's policy and procedures regarding library services

TO ALL APPLICANTS

Please read these guidelines in order not to be disqualified

- Applications must be done in the following order:
 - i) a covering letter indicating clearly the following information:
position applied for, title, initials and surname, contact number (application forms from other organisations are not accepted);
 - ii) a comprehensive and typewritten or legible Curriculum Vitae;
 - iii) certified copies of relevant certificates and identity document (this must accompany your application);

/ Please staple all your documents together in order not to be misplaced during the sorting process / Only original applications will be accepted, therefore NO e-mails or faxes please/ When sending by post, forward your application to – The Director: Corporate Support Services : Vacancies at PO Box 106, Brits, 0250/ Hand delivery must be done at Room 208/209/210/211/212, Second Floor, Brits Municipal Offices/ Applications that do not conform to the above and applications not received at the date and time mentioned in this advert, as well as any form of canvassing, may lead to disqualification of an applicant/ Applicants, who do not receive notice within two month from date of closure, may accept that their applications were unsuccessful. Only successful applicants will be corresponded with/

ANY ENQUIRIES CALL SAMBO AT / LERATO MOKGATLE (012 318 9305/9514)

Fringe Benefits: Subject to certain conditions, the following fringe benefits are offered: leave bonus equal to one month's salary; pension fund scheme; medical aid scheme; provident fund; housing subsidy for home owners Please note that remuneration packages may change when results of job evaluation are published and implemented. No salaries will however be reduced or decreased as a result of such implementation/ NB: Council reserves the right to withdraw, amend and /or suspend the process at any time when necessary