

# RATLOU LOCAL MUNICIPALITY

Ratlou Local Municipality situated in the North West Province invites suitable candidates to apply for the following positions:

## ASSISTANT LIBRARIAN – MAREETSANE LEVEL 05

### REQUIREMENTS:

- ❖ Grade 12
- ❖ B. Degree in Library and Information Science or equivalent tertiary qualification
- ❖ 3years Admin experience will be an added advantage
- ❖ Good interpersonal communication skills
- ❖ Valid Driver's License will be an added advantage

### KPA's

- ❖ Attends to user needs/ requirements and executes specific processes associated with the membership registrations, lending/ returns;
- ❖ Attends to specific activities associated with maintaining and organizing library material/ book-stock and/ or, provides support with specific arrangements,
- ❖ Updating information on the Membership Record Book of user details and accessing specific fields to elicit information on overdue books and making telephonic follow-ups.
- ❖ Checking the condition of security mechanisms (tattle tape) and attending to the replacement and/ or repairing books, replacing covers, erasing marks and fixing book spine and reinforcing loose pages.
- ❖ Conducting stock counts of library material and/ or removing and preparing/ packaging outdated books for return.

**BENEFITS** : 13<sup>th</sup> Cheque, Medical Aid, Leave Benefits, Pensions Funds, Housing Allowance

**SALARY** : R148 266.03 per annum

Send a detailed CV, covering letter and certified copies of your qualifications to:  
**THE MUNICIPAL MANAGER, P/BAG 209, and MADIBOGO.227**

**NO FACSMILE WILL BE ACCEPTED.** Should candidates not be notified of the outcome of their application within 28 days of the closing date, they should regard their application as having been unsuccessful.

**CLOSING DATE** : 06 November 2015

  
**GLEN LEKOMANYANE**  
**MUNICIPAL MANAGER**