

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Community Services Department.

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

LIBRARIAN (REF NO: C-LI-LIB11)

DEPARTMENT: COMMUNITY SERVICES

SECTION: SOCIAL DEVELOPMENT AND LIBRARY AND INFORMATION SERVICES

DIVISION: Library and Information Services

SALARY SCALE	TASK LEVEL 11 – Total cost to company – R550 552.91 – R690 288.30 per annum BENEFITS: Medical aid, Housing allowance, Pension and Group life
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JOB PURPOSE:

Supervise and organise the adult, reference and children's sections of the library to support education and readers awareness by directly assisting the public in accessing the library's print and electronic resources to satisfy their information needs. Attend to patron inquiries which ensure the development and maintenance of a balanced and relevant collection, participates in the development of a reading culture and community programs. Create and utilise opportunities to promote the library services and performing supervisory and administrative tasks to help ensure that the library functions effectively.

SELECTION REQUIREMENTS FOR THE POST:

- B. Bibl or a B Degree plus a PGDLIS

OTHER REQUIREMENTS/SKILLS:

- Code B driver's license
- Fluent in at least two official languages of the Western Cape
- Good human relations, interpersonal and communication skills
- Creative and innovative
- Minimum supervisory and good leadership skills
- Active member of LIASA
- High computer literacy (Office application and Enterprise Resource Planning, financial and library management systems)

EXPERIENCE:

- 3 years relevant experience in public libraries

COMPETENCIES

<ul style="list-style-type: none"> • People Management • Conceptual Thinking 	<ul style="list-style-type: none"> • Resilience • Direction Setting
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<ul style="list-style-type: none"> • Professional/ Technical Proficiency • Interpersonal Relationships • Communication • Client Orientation and Customer Focus • Accountability and Ethical conduct 	<ul style="list-style-type: none"> • Coaching and Mentoring • Impact and Influence • Professional/ Technical Proficiency • Service Delivery Orientation
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GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the pre-scribe application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months **No fax copies will be accepted. No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: communityjobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 04 July 2025 at 23h59

Closing date for hardcopies: 04 July 2025 at 15h30

CITY MANAGER