

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Es'kia Mphahlele Library

Reference number	CSDS058-2025				
Position	BOOK PROCESSOR (THREE-YEAR FIXED-TERM CONTRACT)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T5				
Scale	R190 562,00 – R264 684,00 per annum				
Estimated remuneration package	R274 497,00 – R368 827,00 per annum				
Job purpose	To do the physical preparation of all library material in the community library and information service in support of education and to create and maintain a reading culture				
Appointment requirements	Grade 10 or equivalent qualification Relevant experience, preferably in a library environment Computer literacy				
Personal attributes and/or competencies	Communication skills; organisational skills; analytical skills; physically fit; excellent eyesight; high hand-eye coordination; integrity				
Primary functions	Physically prepare all library material in the community library and information service in support of education Create and maintain a reading culture				
SAP	To be provided				
New/natural attrition	Contract positions				
Enquiries	Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)				

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