

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 (1 post); Erasmia Library (1 post);
New Olievenhoutbosch Library (1 post); Stinkwater Library (1 post) and
Sokhulum Library (1 post)**

Reference number CSDS054-2025

Position **LIBRARIAN (5 POSTS) (THREE-YEAR FIXED-TERM CONTRACT)**

To be advertised Internal External

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level T11

Scale R376 152,00 – R522 420,00 per annum

Estimated remuneration package R510 705,00 – R696 877,00 per annum

Job purpose To manage a community library and information service by rendering an information service, supporting education and creating and maintaining a reading culture to enhance the quality of life of the people of Tshwane

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Library and Information Science
At least two years' relevant library experience
Supervisory experience will be an added advantage
Computer literacy and proficiency in the SirsiDynix Symphony library system or any library system

Personal attributes and/or competencies Professional and technical proficiency; leadership skills; good communication skills; direction-setting skills; client orientation and customer service ability; project management skills; ability to work under pressure; analytical skills; organisational skills

Primary functions Compile and maintain a special collection regardless of the physical format
Render an information service to the residents of Tshwane as well as national and international research clients
Supervise all functions performed at the library
Conduct information interviews and answer information requests
Evaluate provided information
Conduct the administration of the branch
Conduct outreach activities

Manage the training of subordinates continually to deliver a quality service according to organisational policies and self-development
Manage the creation and maintaining of a reading culture and support to education
Promote reader awareness and support user needs
Manage the building and maintain the library collection

SAP

To be provided

New/natural attrition

Contract positions

Enquiries

Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)