

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: Pretoria North Library (1 post); Bronkhorstspuit Library (1 post)

Rooihuiskraal Library (1 post); New Atteridgeville Library (2 posts); Es'kia Mphahlele Library (1 post) and Ga-Rankuwa Library (1 post)

Reference number	CSDS052-2025				
Position	LIBRARY ASSISTANT (7 POSTS) (THREE-YEAR FIXED-TERM CONTRACT)				
To be advertised	<div>Internal</div> <div>External</div>				
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	T7				
Scale	R239 052,00 – R332 016,00 per annum				
Estimated remuneration package	R336 203,00 – R454 528,00 per annum				
Job purpose	To assist with the rendering of library information services that include information resources retrieval, circulation, acquisition, collection development and programme implementation				
Appointment requirements	Grade 12 Relevant experience, preferably in a library environment Proficiency in SirsiDynix Symphony or any library management system will be an added advantage Computer literacy				
Personal attributes and/or competencies	Integrity; intelligence; patience; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic				
Primary functions	Assist with the administration of the branch Assist with information retrieval Render an information service by providing a circulation or lending service, weeding and developing the collection Assist in the creation of a reading culture by implementing reading programmes Assist in educational support				
SAP	To be determined				
New/natural attrition	Contract positions				
Enquiries	Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)				