Administration		Managerial	Politic		Professional		rity and EMS	
Secretarial DEPARTN		Semi-skilled labo			Technical	Unskilled la		
<u>DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES</u> <u>Division: Arts, Culture and Library Services</u>								
Section: Library, Heritage and Information Services								
Location: Pretoria North Library (1 post); Bronkhorstspruit Library (1 post) Regibuighneed Library (1 post): New Attenidgerille Library (2 posts): Faileig Mahablale								
<u>Rooihuiskraal Library (1 post); New Atteridgeville Library (2 posts); Es'kia Mphahlele</u> Library (1 post) and Ga-Rankuwa Library (1 post)								
<u>Endrury (1 post) and Gu Ramawa Endrury (1 post)</u>								
Reference number	C	CSDS052-2025						
Position LIBRARY ASSISTANT (7 POSTS) (THREE-YEAR FIXED-TERM								
Position LIBRARY ASSISTANT (7 POSTS) (THREE-YEAR FIXED-TERM CONTRACT)								
	·							
To be advertised	I	nternal		External	nal			
This position seeks		African female	African male	Coloured fema			Indian female	
attract	In	ndian male	White female	White male	Person wi	th disability	All categories	
Job level	Т	[7						
Scale	R	R239 052,00 – R332 016,00 per annum						
			, F					
Estimated remuneration pack	age R	R336 203,00 – R454 528,00 per annum						
Job purpose	т	To acciet with t	he rendering (of library info	rmation servic	es that inclu	de information	
Job pur pose	re	To assist with the rendering of library information services that include information resources retrieval, circulation, acquisition, collection development and programm						
	ir	mplementation						
Appointment								
	-	Grade 12	C 11		•			
requirements	R	Relevant experi	-	• •		agement sys	tem will be an	
requirements	R P ac	Relevant experi Proficiency in S added advantag	SirsiDynix Syı e	• •		agement sys	tem will be an	
-	R P ad C	Relevant experi Proficiency in S	SirsiDynix Syı e	• •		agement sys	tem will be an	
Personal attributes	R P ac C	Relevant experi Proficiency in S Idded advantag Computer litera ntegrity; intelli	SirsiDynix Syr e cy gence; patienc	mphony or an e; imagination	ny library man n; flexibility; v	villingness to	accept	
Personal attributes and/or competencie	R P au C Ir s re	Relevant experi Proficiency in S added advantag Computer litera ntegrity; intelli esponsibility; d	SirsiDynix Syn e cy gence; patienc lecisiveness; al	mphony or an e; imagination bility to pay a	ny library man n; flexibility; v ttention to deta	villingness to	accept	
Personal attributes	R P ac C Ir s re A	Relevant experi Proficiency in S Idded advantag Computer litera ntegrity; intelli	SirsiDynix Syn e cy gence; patienc lecisiveness; al administration	e; imagination bility to pay a of the branch	ny library man n; flexibility; v ttention to deta	villingness to	accept	
Personal attributes and/or competencie	R P ac C Ir s rc A A R	Relevant experi Proficiency in S added advantag Computer litera ntegrity; intelli esponsibility; d Assist with the a Assist with info Render an infor	SirsiDynix Syn e cy gence; patienc lecisiveness; al administration rmation retriev mation service	e; imagination bility to pay a of the branch	ny library man n; flexibility; v ttention to deta	villingness to uil; being em	accept pathetic	
Personal attributes and/or competencie	R P ac C Ir es re A A R A A A A	Relevant experi Proficiency in S added advantag Computer litera ntegrity; intelli esponsibility; d Assist with the a Assist with info Render an infor and developing Assist in the cre	SirsiDynix Syn e cy gence; patienc lecisiveness; al administration ormation retriev mation service the collection eation of a read	e; imagination bility to pay a of the branch val by providing	ny library man n; flexibility; w ttention to deta a circulation o	villingness to hil; being em or lending ser	accept pathetic rvice, weeding	
Personal attributes and/or competencie	R P ac C Ir es re A A R A A A A	Relevant experi Proficiency in S added advantag Computer litera ntegrity; intelli esponsibility; d Assist with the a Assist with info Render an infor and developing	SirsiDynix Syn e cy gence; patienc lecisiveness; al administration ormation retriev mation service the collection eation of a read	e; imagination bility to pay a of the branch val by providing	ny library man n; flexibility; w ttention to deta a circulation o	villingness to hil; being em or lending ser	accept pathetic rvice, weeding	
Personal attributes and/or competencie	R P ac C Ir es re A A R A A T	Relevant experi Proficiency in S added advantag Computer litera ntegrity; intelli esponsibility; d Assist with the a Assist with info Render an infor and developing Assist in the cre Assist in educat	SirsiDynix Syne e cy gence; patienc lecisiveness; al administration ormation retriev mation service the collection eation of a read ional support	e; imagination bility to pay a of the branch val by providing	ny library man n; flexibility; w ttention to deta a circulation o	villingness to hil; being em or lending ser	accept pathetic rvice, weeding	
Personal attributes and/or competencie Primary functions	R P ad C In Es rec A A R an A A T Dn C	Relevant experi Proficiency in S added advantag Computer litera ntegrity; intelli esponsibility; d Assist with the a Assist with info Render an infor and developing Assist in the crea	SirsiDynix Syne e cy gence; patienc lecisiveness; al administration ormation retriev mation service the collection eation of a read ional support ed ons	e; imagination bility to pay a of the branch val by providing ling culture by	ny library man n; flexibility; w ttention to deta a circulation o mplementing	villingness to ail; being em or lending sen g reading pro	accept pathetic rvice, weeding	