



HESSEQUA MUNICIPALITY

VACANCY

The Hessequa Municipality requires the services of a suitable person in the following permanent vacancy:

Library Assistant – Still Bay

(Ref: GR006) T6 – R166 519 to R216 174 gross salary per annum

Requirements: Grade 12 • Computer literate (Word, Excel, Spreadsheets, Internet) • Good interpersonal, oral and written communication skills • Registered member of LIASA • Willing to work on Saturdays on a roster basis • Eighteen months' experience in a public library, as well as a Valid Code B driver's license, will serve as recommendation.

Duties: Provide the public with relevant sources and information • Handle cash and enquiries • Prepare and issue block loans • Plan and present outreach activities • Administrative duties • Coordinate exhibitions • Front desk • Weeding of stock • Provide an effective and efficient service to the community.

The Hessequa Municipality is an equal opportunity employer and encourage persons with disabilities, as well as people from previous disadvantage groups to apply for vacancies.

Instructions to applicants:

Applicants can register on the e-recruitment website and submit their applications online.

<https://munrec.collaboratoronline.com/SitePages/Home.aspx>

Application forms can also be downloaded at www.hessequa.gov.za. This application can be submitted electronically to applications@hessequa.gov.za. This is the only e-mail address that will accept applications. Applications submitted electronically cannot exceed 4MB. Application forms can also be hand delivered at any Hessequa Municipal Office or posted to Human Resources, PO Box 29, Riversdale, 6670. Only applicants who meet the minimum requirements as advertised will be considered. Application forms must be completed in full. a Curriculum Vitae can be attached. Copies of qualifications claimed must accompany the application. Enquiries must be addressed to the contact person listed in the advert. No applications received after the closing date will be considered. Applicants who are not contacted by the Municipality within 30 days after the closing date must consider their application unsuccessful. The employer reserves the right not to make an appointment.

Please note:

It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers, as well as references will be contacted. Verifications will be done on qualifications, criminal and credit records.

The appointment is subject to the signing of an employment contract and performance agreement, disclosure of benefits and interests.

Hessequa Municipality complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA) and has adopted a Privacy Policy to this effect. Applicants agree that their personal information may be recorded and processed by the municipality.

Closing date: 27 March 2025

Contact Person: Ms Jonecia Jansen at 028 713 7965