



HANTAM MUNISIPALITEIT

HANTAM MUNICIPALITY

KENNISGEWING NR: T&C 03/2022-2023

Hantam Munisipaliteit, met sy setel op Calvinia, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen. Voorgeskrewe aansoek vorms is beskikbaar by die kantore en op die webtuiste (www.hantam.gov.za) van Hantam Munisipaliteit. Hantam Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.

ONAFHANKLIKE KONTRAKTEUR – BIBLIOTEEK ASSISTENT (MIDDELPOS)

VEREISTES:

Om te voldoen aan die vereistes van die pos, moet u oor die volgende beskik:

- Graad 12 (NQF 4)
- Rekenaargeletterd
- Hoë vlak van verantwoordelikheid
- Vermoë om noukeurig te werk en op die fynste besonderhede te fokus.
- Goeie geskrewe en verbale kommunikasie vaardighede

SLEUTEL PRESTASIE AREAS

- Werk op die SLIMS stelsel
- Grondige kennis van die Dewey Desimale Klassifikasie stelsel
- Gebruik die brokaatsstelsel
- Verantwoordelik sirkulasie van bibliotek materiaal
- Behartig die registrasie van nuwe lede
- Proseer nuwe boeke en geskenkboeke
- Doen katalogiesering van boeke
- Assisteer leners en besoekers om boeke of inligting te bekom
- Assisteer leerders met inligting vir skooltake
- Help met die aanbieding van programme
- Is verantwoordelik vir uitstallings in die bibliotek
- Is verantwoordelik vir die "snoei" van boeke
- Help met voorraadopname
- Laai boeke op die SLIMS stelsel

STANDPLAAS: Middelpos

SALARIS: R 2 900-00 p.m

SLUITINGSDATUM: Vrydag, 31 Maart 2023

Gesertifiseerde afskrifte van Identiteitsdokument, Kwalifikasies, nie ouer as 3 maande asook 'n volledige CV moet u aansoekvorm vergesel. Indien u nie binne 3 weke na sluitingsdatum terugvoering van die Munisipaliteit kry nie, kan u, u aansoek as onsuksesvol aanvaar.

Neem Kennis:

- Slegs kandidate wie voldoen aan die vereistes sal gekontak word.
- Geen laat aansoeke sal aanvaar word nie.
- Epos aansoeke sal ook aanvaar word.
- Gunswerwing by Raadslede en/of enige lid van die aanstellingskomitee en/of enige personeellid van Hantam Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
- Maak asseblief gebruik van die korrekte aansoekvorm soos per webtuiste voorsien

Aansoeke kan gerig word aan die Waarnemende Munisipale Bestuurder by die onderstaande adres:

Mev. Tatas-Titus
Tel: 027-341 8500
Faks: 027-341 8501
E-pos: records@hantam.gov.za

Hantam Munisipaliteit
Dr. Nelson Mandela Rylaan 20
Privaatsak X14
Calvinia, 8190

Navrae kan gerig word aan:

Die Senior Bestuurder: Finansies en Korporatiewe Dienste:
Mnr. W.C. Jonker, by
wjonker@hantam.gov.za

- Hantam Munisipaliteit behou die reg voor om nie 'n aanstelling te doen nie.



HANTAM MUNISIPALITEIT HANTAM MUNICIPALITY

REF NO: T&C 03/2022-2023

Hantam Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Municipality. Hantam Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

INDEPENDENT CONTRACTOR – LIBRARY ASSISTANT (MIDDELPOS)

REQUIREMENTS:

To comply with the requirements of the position, you must have the following:

- Grade 12 (NQF 4)
- Computer literate
- High level of responsibility
- Ability to work carefully and focus on the finest details.
- Good written and verbal communication skills

KEY PERFORMANCE AREAS

- Work on the SLIMS system
- In-depth knowledge of the Dewey Decimal Classification System
- Use the Brocade System
- Responsible circulation of library's material
- Handle the registration of new members
- Prosing new books and gift books
- Do cataloguing books
- Assist lenders and visitors in obtaining books or information
- Assist learners with information for school tasks
- Assist in the presentation of programs
- Is responsible for exhibitions in the library
- Is responsible for "trimming" books
- Help with inventory recording
- Uploading books to the SLIMS system

LOCATION: Middelpos
SALARY: R 2 900-00 p.m
CLOSING DATE: Friday, 31 March 2023

Certified copies of Identity Document, Qualifications, Certificates, not older than 3 months as well as a complete CV, must accompany your application form. If you do not receive any feedback from the Municipality within 3 weeks after the closing date, you can accept that your application was unsuccessful.

Take Note:

- Only shortlisted candidates will be contacted.
- No late applications will be considered.
- E-mailed applications will be accepted.
- Recruitment with Councillors and / or any member of the appointment committee and / or any staff member of the Hantam Municipality, is inadmissible and will disqualify applicants immediately.
- Please utilise the correct application form as provided per website.

Applications can be addressed to:

Ms. Tatas-Titus
Tel: 027-341 8500
Fax: 027-341 8501
E-mail: records@hantam.gov.za

Hantam Municipality
20 Dr Nelson Mandela Drive
Private bag X14
Calvinia, 8190

Enquiries can be directed to:

Senior Manager: Finance and Corporate Services
Mr. W.C. Jonker: wjonker@hantam.gov.za

- Hantam Municipality reserves the right not to make an appointment.