



HANTAM MUNISIPALITEIT HANTAM MUNICIPALITY

REF NO. T&C 01-2023/2024

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:

- 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 for circulation of library's material
- Handle the registration of new members
- Processing new books and gift books
- Do cataloguing of books
- Assist lenders and visitors in obtaining books or information
- Assist learners with information for school tasks
- Assist in the presentation of programs
- Responsible for exhibitions in the library
- 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: Thursday, 28 March 2024

Certified copies of Identity Document, Qualifications, Certificates, not older than 6 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:

Mr. T. Tlhoale
Acting Municipal Manager
Hantam Municipality
20 Dr Nelson Mandela Drive
Private bag X14
Calvinia, 8190
E-mail: records@hantam.gov.za

Enquiries can be directed to:

Mrs. E. de Wet, Acting Director: Corporate Services
Tel: 027-341 8500
E-mail: edewet@hantam.gov.za

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

**MR. T. TLHOAELE
ACTING MUNICIPAL MANAGER**