



HANTAM MUNISIPALITEIT

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Hantam Local 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 Local Municipality. Hantam Local Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

RE-ADVERTISEMENT

LIBRARIAN ASSISTANT (BRANDVLEI)

REF NO: COM04-2025/2026

REQUIREMENTS AND EXPERIENCE:

Grade 12 • Basic computer literacy- MS Office • 0–1-year experiential knowledge of public libraries.

KEY PERFORMANCE AREAS:

Procedural applications • Attends to user needs/ requirement and executes specific processes associated with the membership registrations, lending/returns • Maintaining/ arranging book stock, materials and presentations • Attends to specific activities associates with maintaining and organizing library material/ book-stock and/ or, provides support with specific arrangements.

JOB PURPOSE:

Performs specific activities associated with the provision of support by attending to routine enquiries from users and the general public, promoting a reading culture to the community by doing literacy day, library week and activities such as book debates; executing control procedures with respect to lending/ returns and shelving, repairing damaged or defaced books and, removing/ preparing obsolete stocks for return in order to ensure the laid down instructions and procedures are complied with contributing to the accomplishment of service delivery objectives.

COMPETENCY LEVELS:

The competency level for this position is at the level 1 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Public Service Orientation	Personal Competencies	Public Service Orientation	Management/ Leadership Competencies
• People Management • Conceptual Thinking • Organisational Awareness • Attention to Detail • Professional / Technical Proficiency	• Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation • Customer Focus	• Accountability and Ethical Conduct • Resilience • Management of Learning (learning orientation)	• Interpersonal Relationships • Communication • Client Orientation • Customer Focus	• Direction Setting • Coaching and Mentoring • Impact and Influence (Advocacy Skills)

SALARY: • 75% of Post Level T5 notch 1 (75% of R 131 964.00 per annum)

LOCATION: BRANDVLEI

GENERAL:

- 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 4 weeks after the closing date, you can accept that your application was unsuccessful.
- The Municipality respects the conditions of the Protection of Personal Information you have provided us is true, up to date and correct.
- Only shortlisted candidates will be contacted.
- No late applications will be considered.
- E-mailed applications will be accepted only PDF and MS Word in format
- Women, youth and people with disabilities are welcome to apply
- 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.
- Successful candidate(s) will be expected to sign a contract of employment, financial disclosure of benefits and interest and a performance contract (where applicable) with the employer.
- All appointments are subjected to Police clearance which means that by applying for a position at the Municipality you give us permission to obtain a Police clearance.

Applications can be addressed to: Municipal Manager: Mr. J.J. Fortuin, Hantam Local Municipality, 20 Dr Nelson Mandela Drive, Calvinia, 8190, E-mail: records@hantam.gov.za

Enquiries can be directed to: Mrs. E. de Wet; Director: Corporate Services on 027 341 8500

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

CLOSING DATE: THURSDAY, 30 APRIL 2026