



# MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350



Civic Centre Building  
c/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center: 08611 MSUKA [67852]  
Main Fax: +27 17 801-3851

Internet: [www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)  
E-Mail: [msuka@msukaligwa.gov.za](mailto:msuka@msukaligwa.gov.za)

## CORPORATE SERVICES "IS AN AFFIRMATIVE ACTION EMPLOYER"

Msukaligwa Local Municipality is hereby inviting applications from suitably qualified and competent persons for appointment to the under mentioned position. No applications will be accepted without certified copies of qualifications as set out below

### DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES

POSITION	:	ASSISTANT LIBRARIAN (X1) DAVEL
POST LEVEL	:	10
REF. NO.	:	83/20
SALARY SCALE :	:	R164 827.92 – R185 121.36pa
QUALIFICATION	:	Grade 12 + National Diploma in Public Library & Information Science
EXPERIENCE	:	One year experience in Public Library & Information Services

#### DUTIES:

1. Communication with the new and existing users in order to ascertain, The nature of inquiry of information needs
2. Joining and renewing of membership forms.
3. Assisting with photocopying/scanning of documents.
4. Shelving books in accordance with allocations (Fictions, non-fiction, etc.)
5. Stock count of Library materials in order to curb lost and theft of books

**NOTE: VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE THE SUCCESSFUL APPLICANT SHALL BE SUBJECTED TO VETTING**


**CLOSING DATE 30 December 2020 - @ 12:00**

Applications forms and full detailed information about the advertised position are available on the MSUKALIGWA LOCAL MUNICIPALITY WEBSITE ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)), Facebook page and HR Office. Applications forms must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications, ID document, driver's license and the names of three contactable references from current or previous employer must be provided. Applications must be posted / Couriered to Msukaligwa Local Municipality P.O. Box 48, Ermelo, 2350 or hand delivered to the Corporate Services (Records Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director - Corporate Services

**FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS L.P. MNISI ON 017 801 3584 DURING OFFICE HOURS.**

**"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER THREE MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL"**

**(ALL APPLICANTS ARE URGE TO STATE THEIR EMPLOYEE NUMBER ON THEIR CV)**

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MS G.J. MAJOLA  
MUNICIPAL MANAGER

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11/12/2020  
DATE