



DIRECTORATE: SOCIAL SERVICES
POST: LIBRARIAN
SALARY: R178 793 P/A [EXCLUDING BENEFITS]

Requirements:

- A National Diploma or B Degree in Library and information science, as well as SIRSI training
- Knowledge of electronic library systems will be an added advantage
- An in depth understanding, knowledge and applications of principles and acceptable practices and procedures in Public Libraries.
- 3 years experience as a Librarian
- Good verbal and written communication skills
- Attention to details and logical thinker
- library cataloging experience will be advantageous
- Interpersonal and communication skills
- Conflict resolution skills
- Able to work independently as a good team player
- Be flexible, adaptive, innovative as well as have customer care skills
- Be prepared to work shifts, on Saturdays and rotate to other libraries within Randfontein
- Computer literate
- Valid driver's license

Responsibilities:

- Management of a library to ensure effective service delivery
- Control and render circulation services
- Control and render information services
- Handling new applications and approving memberships
- Managing order and discipline in the library
- Ensure a safe working environment and promote a healthy workforce by maintaining health and safety in the library
- Plan and implement community and educational development programs and workshops
- Manage the library budget, stock, assets and staff
- Performing any other related duty as requested by the Manager

Enquiries: Mr. Clement Daniels 011 411 0076

**A detailed application including a covering letter, CV and certified copies of qualifications to be posted to the Randfontein Local Municipality, Cnr. Pollock and Sutherland, P.O. Box 218 Randfontein 1760 OR Email: hr@randfontein.gov.za.
Attention to the Director Corporate Support Service**

Closing date: 6 February 2012