



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**SENIOR LIBRARIAN
LIBRARY SERVICES
COMMUNITY AND PROTECTION SERVICES
REF: CP/CS/LS/17**

The successful incumbent will report to the Manager Library Services.

Minimum Requirements: Grade 12 • B Bibt degree or B degree with postgraduate LIS diploma or B Inf. Honours
• Minimum 3-years Public/School Library experience including 2-years library management experience • Valid Code B driver's license • Professional membership of LIASA • Computer literacy in MS Office applications including Excel and Outlook.

Other Requirements: Professional skills (collection development, excellent book and general knowledge, classification, cataloguing, development and execution of promotion and outreach programs development)
• Interpersonal skills • Communication skills: verbal and written • IT skills • Ability to manage physical and digital collections • Conflict handling skills • Proficiency in at least two of the three official languages in the Western Cape (English, Afrikaans or Xhosa).

Responsibilities/Duties: Assist the public in accessing the library's resources to satisfy their information needs and reference enquiries • Supervision and maintenance of stock, buildings and grounds as well as a safe library environment • Provide professional Library support functions • Execute administrative tasks • Control outreach and extension activities and educational programmes • Assist with library marketing programs
• Manage personnel and performance • Staff training and skills development • Collection development.

Added advantage: Presentation Skills • Knowledge of SLIMS software • ECD skills

Job related enquiries: Ms. Sarala Majudith 021 808 8393

General Enquiries: Ms. Evan Williams 021 808 8059 or Ms. Lisa Patience 021 808 8064

Salary: R 394 613.13 – R 512 223.05

Plus benefits

Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: Comprotect.Jobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.

Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 17 December 2024



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.
