



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**MANAGER LIBRARY SERVICES
COMMUNITY SERVICES
COMMUNITY AND PROTECTION SERVICES
REF: CP/CS/LS/01**

The successful incumbent will report to the direct Line Manager (Senior Manager: Community Services)

Minimum Requirements: B.Bibl/B.LIS or PGDipl.LIS or B.Tech:LIS or B.Inf(Hons) • Minimum of 8-years' experience in a library environment with at least 5-years' experience at managerial level • A valid LIASA professional librarian membership • Computer literacy pertaining to MS Office applications • A valid Code B driver's licence.

Other Requirements: • In-depth understanding and knowledge of the application of professional Library and Information Services principles, practices and procedures • Analytical skills and conceptual understanding • Excellent interpersonal, verbal and written communication skills • Good communication skills in at least 2 of the official languages of the Western Cape (Afrikaans, English, Xhosa) speak, read and write.

Responsibilities/Duties: Participating in the formulation, monitoring, review and implementation of policies and procedures in conjunction with the Director: Community and Protection Services • Managing the activities, procedures and outcomes associated with the provision of a comprehensive library service to local communities and the training and development of personnel • Monitoring staff performance within the libraries • Directing and controlling financial management procedures in the libraries • Managing special projects and programmes in the libraries • Managing relationships and partnerships in order to ensure the implementation of business improvement initiatives and partnerships.

Job related enquiries: Mr Albert van der Merwe 021 808 8165

General enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or
Ms Lisa Patience 021 808 8064

Salary: R 614 665.14 - R 797 855.97

Plus benefits

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

Applications, clearly marked and accompanied by a completed official application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and all documents required in terms of the minimum requirements of the advertisement, details of contactable referees, must be emailed to Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate:

Comprotect.Jobs@stellenbosch.gov.za

Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.

*Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. **Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test.** Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.*

Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.

Closing Date: 11 May 2026

Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process.

If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful

For more information on vacancies, visit www.stellenbosch.gov.za.

The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post
