



Umkhandlu wakwa - **NONGOMA** - Local Municipality

Tel: (035) 831 7500|Fax: (035) 831 3152|P.O. Box 84|Nongoma 3950

**PROVINCE OF KWAZULU NATAL
KZ 265**

The Nongoma Local Municipality is an equal opportunity employer which subscribes to the Employment Equity Act. The Municipality has the following challenging position to individuals who will contribute to the growth and development of Nongoma.

**Internal/ External
COMMUNITY SERVICES DEPARTMENT
LIBRARIAN**

Remuneration: Task Grade 12 of Category 1 Municipality

Applications are awaited from experienced candidates for the position of Librarian.

REQUIREMENTS:

- Matric Certificate
- Relevant Tertiary Qualification (National Diploma/Bachelor's Degree- Library and Information Sciences)
- Valid Code C1 or EC1 Driving License
- Computer Literacy
- 3-4 Years Relevant experience

RESPONSIBILITIES:

- Oversees and controls the key performance areas associated with the provision of a library services by providing input into the plans and developing Programmes for approval and implementation
- Monitoring the implementation and execution of procedural sequences/ requirements. Aligning standards to meet customer objectives, attending to the acquisition of information
- Executing the organization of library materials and learning aids and interacting to provide users with information from various media
- Attending to administrative reporting and record keeping requirements in order to ensure the function is positioned to contribute to the intellectual upliftment of the local community
- Monitoring and taking responsibility for the financial transactional recordkeeping and cash depositing procedures relating to the services and operations of the library i.e registration fees, fines and payment for services etc

- Checking and controlling the information system management processes in relation to the maintenance of records in respect of acquisitions, transfers, classification and circulation of the book stock
- Providing specialist input into the set up and operations of new library services (e.g satellite libraries, etc) in the local area through recommendations on the content/ stock resourcing based on understanding of local learning and recreational needs

FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the “Librarian”.

**COMMUNITY SERVICES DEPARTMENT
LIBRARY ASSISTANT
Remuneration: Task Grade 07 of Category 1 Municipality**

Applications are awaited from experienced candidates for the position of Library Assistant.

REQUIREMENTS:

- Matric Certificate
- Computer Literacy
- 1 Year experience in Library Environment

RESPONSIBILITIES:

- Attending to user requests and issuing registration forms, new membership cards and/ attending to issues/ returns applying laid down procedures (inserting date stamp on circulation list, checking condition of material etc)
- Checking the schedule of overdue books against notifications and proceeding with preparing the notification for posting to the correct users
- Attending to special requests for specific library material, completing request forms and submitting to immediate superior for approval and processing
- Preparing returned or new library materials for shelving, inserting user cards into card holder pockets or preparing new user cards with book details and reference numbers and affixing new cardholder pockets on the inside of the book cover of new library materials
- Placing notices on notice boards or affixing onto doors/ walls designated areas in accordance with instructions to inform the public of the library rules and Programmes
- Conducting stock counts of library material and/ removing, preparing and packing outdated books
- Checking the condition of security mechanisms (tattle tape) and attending to the replacement or repairing of books, replacing covers, erasing marks and removing stains and fixing book spine and reinforcing loose pages

FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the “Library Assistant”.

COMMUNITY SERVICES DEPARTMENT
CYBER CADET X2
Remuneration: Task Grade 09 of Category 1 Municipality

Applications are awaited from experienced candidates for the position of Cyber Cadet.

REQUIREMENTS:

- Matric Certificate
- 2 year Desktop Support Information Technology qualification or Diploma in Desktop support A+ qualification
- Advances computer literacy
- Code b Driving license
- 2 years' experience in library environment

RESPONSIBILITIES:

- Applies procedures and executes customer oriented service delivery applications associated with provision of electronic or cyber library services to the acquisition
- Attending and organizing requirements for operations, completing, submitting and checking receipt of customizable stocks of computer stationery, software and other essentials to support the functioning of the electronic library services
- Inspecting conditions of computer equipment and interacting with the approved service provider on the maintenance requirements
- Providing input into the selection of electronic learning materials of interest in the local community with a view to maintaining a relevant range of electronic references in the local library
- Attending to special request for specific electronic library materials, completing request forms and forwarding to Provincial Library services and following up/ receiving and informing user of availability
- Cataloguing and indexing new electronic materials using specific classification systems based on established library information management principles

FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the "Cyber Cadet".

Office of the Deputy Mayor (Contract)
Executive Secretary
Remuneration: Task Grade 07 of Category 1 Municipality

Applications are awaited from experienced candidates for the position of "Executive Secretary".

REQUIREMENTS:

- Grade 12 Certificate
- National Diploma or bachelor's degree in Public Management/ Office Management or / Local Government Administration.
- Good communication skills (verbal and written) analytical and Computer literacy.
- Interpersonal Skills and Confidentiality

- Computer Literacy
- Experience in office administration

Key Performance Areas:

Manage the office of the Deputy Mayor with professionalism to ensure smooth running of service delivery by:

- 1. Assist the deputy mayor to organise his/her time effectively in:**
 - Maintaining and updating the deputy mayor's diary.
 - Preparing travel itineraries for the deputy mayor.
 - Answering, screening and making telephone calls on behalf of the deputy mayor.
 - Filtering request for appointments.
- 2. Handle Correspondence in the deputy mayor's office:**
 - Prioritise incoming correspondence, including letters, memos, and Emails
 - Arranging internal and external meetings and conference calls.
 - Provide support to mayoral meetings including recording of minutes and follow -up actions.
- 3. Carry out general office administration and reception duties by**
 - Prioritising incoming correspondence for the deputy mayor
 - Typing of letters, reports and other documentation at the request of the office.
 - Co-ordinate filing and general administrative work for the deputy mayor
 - Attend to all visitors to the deputy mayor's office

Further information can be obtained from the Human Resources Section on: (035) - 831 7510/56

Application letter accompanied by comprehensive C.V in ENGLISH and certified copies of educational qualifications must be submitted to: The Municipal Manager, Nongoma Local Municipality, P.O. Box 84, Nongoma, 3950 or hand delivered to the Municipal Registry at the main Offices locate at Lot 103, Main Street, Nongoma, 3950. (NB: Faxed, emailed or application will not be considered).

It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verifies by the South African Qualification Authority and supply the Municipality with the evaluation results.

Date Advertised: 07 March 2022

Closing Date: 25 March 2022

If the applicant has not been notified of the results within 30 days from the closing date, the applicant should regard his/her application as unsuccessful. Canvassing of councilors and management will result in the disqualification of the applicant.

MR MB MNGUNI
MUNICIPAL MANAGER

