

VACANCY VAKATURE



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

INTERNAL AND EXTERNAL CIRCULATION

(DIRECTORATE: CORPORATE AND COMMUNITY SERVICES)

LIBRARY ASSISTANT × 2

TOWNS: CALITZDORP AND VAN WYKS DORP

REFERENCE 25/2026

PERMANENT APPOINTMENT

Salary : R 166 770.36 – R 216 488.88 per annum (T6)
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13th cheque

REQUIREMENTS

(Related proof / documentation must accompany application)

- Apply basic concepts and knowledge to aspects within the library and information services discipline; and
- Matric
- 0 - 1-year experiential knowledge of public libraries
- Grade 12
- Basic computer literacy

REQUIRED COMPETENCE

Key Professional Competencies	Public Service Orientation	Personal Competencies	Leadership Competencies
<ul style="list-style-type: none"> • Appears supportive of initiatives and co-operates willingly in execution of tasks and duties. • Identifies simple problems within a set process; • Applies guidelines and processes to solve simple problems; and • Refers problems to a supervisor that do not fit guidelines. • Has basic knowledge about the municipality and Library Services. • Checks work for errors and omissions; • Ensures all tasks are completed timeously; and accurately and carefully follows established processes and procedures (e.g. shelving and mending of library books). • Understands the importance of correctly shelved library materials /filed documents; • Able to use the Dewey Decimal System and alphabet correctly; • Understands and applies the correct materials' mending and maintenance techniques, and general cleaning methods; and • Displays an active interest in reading and a general knowledge of various subjects. 	<ul style="list-style-type: none"> • Able to establish rapport and gets on with others. • Communicates effectively; and • Is diplomatic and considerate of the needs of the public. • Demonstrates effective oral and written communication; and • Follows instructions and asks questions when issues appear unclear. • Committed to excellence; and • Keeps commitments and promises in undertaking tasks and meeting deadlines. • Assists with basic queries about the library; and • Shows initiative and directs clients to a library professional who can assist with queries. • Able to establish rapport and gets on with others; • Communicates effectively; and • Acknowledges contributions of others. 	<ul style="list-style-type: none"> • Demonstrate a capacity to take decisions about and responsibility for actions and a capacity to take the initiative in addressing any shortcomings found • Conducts self in accordance with organisational values; and • Undertakes roles in a sincere and honest manner. • Accepts criticism about performance in stride, while maintaining work standards; • Shows emotional resilience and handles difficult situations effectively; • Continues to attempt to improve, despite setbacks or other constraints; and • Able to function effectively under pressure. • Demonstrate a capacity to take responsibility for own learning within a supervised environment and a capacity to evaluate own performance against given criteria. 	<ul style="list-style-type: none"> • Has a clear sense of his/her own and team goals. • Shares knowledge and information with peers and subordinates. • Answers basic / directional questions politely and helpfully; and • Able to assist with library outreach activities and programmes

KEY PERFORMANCE AREAS

- Cleaning the facility and surrounds.
- Handling of library material i.e., sorting, shelving, mending, cleaning, covering and issuing.
- Messenger duties i.e., preparing and delivering of parcels and post.
- Depositing monies.
- General support functions i.e., assisting with photocopies, satellite services, control of supplies.
- Any other reasonable duties required by the supervisor.
- Library orientation – Show new patrons and school groups around, explaining the rules and layout of the library.
- Providing books for school projects, reading for the kids during holiday programmes, library promotions, selection of material to meet patron needs, provision of information through telephone
- Assisting members and non-members.
- Issuing and receiving items – Issuing and receiving of books, audio-visual material.
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ENQUIRIES: MARUSDA VAN HEERDEN (028) 492 0111

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to hrapplications@kannaland.gov.za. Application forms can be obtained from the Municipal website at www.kannaland.gov.za and must reach the Human Resources section on or before 19 May 2026 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

Disqualification:

Please note that the following will result in disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing with Councillors.**
- 3. Submission of fraudulent qualifications and/or documents.**

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannala nd Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

CLOSING DATE: 19/05/2026

**ADV D SEREO
MUNICIPAL MANAGER**