

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

## DIRECTORATE: COMMUNITY SERVICES LIBRARY SERVICES ASSISTANT LIBRARIAN (REFERENCE: COM 41) PERMANENT APPOINTMENT– OP DIE BERG

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

### Requirements:

- 3-year Diploma in Library Science or Information Management post-matric qualification
- Code EB Driver's License
- 2 -3 Years of practical experience in a public library.
- Computer literate (MS Word Applications)
- Registered member of LIASA (Added advantages)
- Must be able to function effectively with remote supervision
- Good eyesight, hearing, and speech ability
- Must be fit and healthy to carry out duties.
- Ability to give attention to detail and a high level of responsibility.
- Ability to work under pressure and handle conflict.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English, or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

### Competencies

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	<b>Organizational Awareness, Project Management, Financial Management &amp; Planning, and Organizing</b>
2.	Functional Competencies	<b>Strategy Development &amp; Implementation; Stakeholder Management; Air Quality Management; Research &amp; Compliance and Enforcement</b>
3.	Public Service Orientation Competencies	<b>Interpersonal Relationships; Communication; Service Delivery Orientation; Customer Orientation and Customer Focus</b>
4.	Personal Competencies	<b>Negotiation Skills; Action and Outcome Orientation; Resilience; Change Readiness; Cognitive Ability &amp; Learning Orientation</b>
5.	Management / Leadership Competencies	<b>Impact and Influence; Team Orientation; Coaching and Mentoring &amp; Direction Setting</b>

### Duties:

- Co-ordinate the operations of the Library Services and monitor the execution of procedural sequences and requirements associated with aligning standards to meet customer objectives.
- Attend to the acquisition and organization of information and interact, providing users with information from various media.
- Create an environment conducive to learning through the arrangement of displays and signage of new library material and attend to administrative reporting and record updating requirements.

- Co-ordinate the activities, procedures, and outcomes associated with the provision of a comprehensive information service to local communities.
- Conduct observations of work sequences by monitoring adherence to the receipting, storage, and loan sequences of library material
- Communicate information on library services to new and existing users.
- Issue registration forms for new membership cards and attend to issues applying to lay down procedures (creating circulation list, checking condition of material, etc.).
- Create, arrange and set up displays of new books using print and artistic techniques to design posters advertising the content and characters of the books.
- Attend to the Décor of the children's section and place posters and pictures of favourite characters.
- Prepare investigational and productivity reports referring to statically data and qualitative information related to service delivery execution.
- Receipt and reconcile payments made for overdue books, photocopies, etc.

## **Salary: R 267 989.35 per annum (Post level T 9 of a Grade 4 Municipality)**

Interested candidates must complete an official application form, which is obtainable on our website: [www.witzenberg.gov.za](http://www.witzenberg.gov.za) or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Human Resource Manager, PO Box 44, Ceres, 6835, or Fax to 023 – 3161877 or E-mail to: [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za). For further inquiries, you may contact Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

## **Closing Date: 23 JANUARY 2026 BEFORE 12H00**

**Please note:** Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

**Please state the reference number on your application**

**(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act))**

Municipal Manager  
D Nason  
04/03/24

08 September 2025