

370416NF



culture, sport & recreation  
**MPUMALANGA PROVINCE**  
 REPUBLIC OF SOUTH AFRICA

**LIBRARY CONDITIONAL GRANT POSTS**

3 YEAR CONTRACT (ALL- INCLUSIVE PACKAGES PER ANNUM)

**ASSISTANT DIRECTOR:  
 NETWORK DEVELOPMENT**

**Salary:** All-inclusive package of R396 972 per annum

**Centre:** Head Office (Mbombela) REF: 16/CSR/20

**Requirements:** A Degree or National Diploma in Library and Information Service or Information Communication Technology (ICT) and computer literacy. Experience in Information Communication Technology. Valid driver's licence.

**Key performance areas:** Manage and administer the Network Development Division. Manage the provision of access to the SITA Library Information System (SLIMS) database. Manage the provision of internet and network access and lifecycle maintenance of computer equipment and software required by public libraries services.

**IT TECHNOLOGIST (2 Posts)**

**Salary:** All-inclusive package of R333 933 per annum

**Centre:** Head Office (Mbombela) REF: 16/CSR/21  
 Mbombela Archives Building REF: 16/CSR/01

**Requirements:** A 3 year National Diploma or Degree in Information Technology. Knowledge of Minimum Information Security Standards and 1 year experience in the field of IT will be an added advantage. Ability to plan, organise, direct, control and coordinate the acquisition, development, maintenance and use of computer and telecommunication system within the organisation. Ability to work under pressure and manage IT in the Department. Valid driver's licence.

**Key performance areas:** Coordinate ICT meetings in relations to Libraries and Municipalities. Liaise with service providers in relation to ICT projects in the Department. Consolidate reports from the regions. Prepare memos in relation to all ICT books, meetings, projects and specifications. Report to the Information Security Officer on ICT issues. Assist Librarians with SLIMS installation, administration and operation. Assist in functionality of ICT systems in Libraries.

**LIBRARIANS (9 Posts)**

**Salary:** All-inclusive package of R268 901 per annum

**Centre:** Glenmore REF: 16/CSR/02  
 Emthonjeni REF: 16/CSR/03  
 Marapyane REF: 16/CSR/04  
 Libangeni REF: 16/CSR/05  
 Siyabuswa REF: 16/SCR/06  
 Shatale REF: 16/CSR/07  
 Low's Creek REF: 16/CSR/08  
 Mbombela Archives Building REF: 16/CSR/26 (x2)

**Requirements:** Four year B. Bibl degree or higher diploma in librarianship, computer skills, general knowledge of library services, people and communication skills. **LIASA Membership Certificate.**

**Key performance areas:** Administer functions of the library. Market the library services. Perform research on user and prospective user needs. Attend to circulation of library material and assist in other functions of the library where required. Be responsible for information storage and retrieval and reporting procedures. Be responsible for cataloguing books at Archives.

**IT LIBRARY ASSISTANT:  
 CYBER CADET (5 Posts)**

**Salary:** All-inclusive package of R181 387 per annum

**Centre:** Glenmore: REF: 16/CSR/09  
 Emthonjeni: REF: 16/CSR/10  
 Marapyane: REF: 16/CSR/11  
 Siyabuswa: REF: 16/CSR/12  
 Mbombela Archives Building: REF: 16/CSR/13

**Requirements:** Matric or Grade 12 and IT related studies. Good verbal and written communication skills, understanding of trouble-shooting and maintaining Windows XP operating system software, experience in IT and of working in a public library will be an added advantage.

**Key performance areas:** To assist library users on how to do electronic information searches on CD and DVD, encyclopedia, Internet, do searches for school projects and assignments, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file and update them.

**LIBRARY ASSISTANT (4 Posts)**

**Salary:** All-inclusive package of R181 387 per annum

**Centre:** Glenmore: REF: 16/CSR/14  
 Emthonjeni: REF: 16/CSR/15  
 Mbombela Archives Building: REF: 16/CSR/16 (2 Posts)

**Requirements:** Grade 12 or equivalent qualification. Experience in Library and Information Technology. General knowledge of administration, computer literacy. Ability to work with people and communications.

**Key performance areas:** Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material assisting with other library functions as required.

**DRIVER (6 Posts)**

**Salary:** All-inclusive package of R128 018 per annum

**Centre:** Mbombela Regional Library: REF: 16/CSR/22  
 Gert Sibande District: REF: 16/CSR/23  
 Mbombela Archives Building: REF: 16/CSR/24  
 Kwamhlanga Regional Library: REF: 16/CSR/25  
 Middelburg Regional Library: REF: 16/CSR/27  
 Standerton Regional Library: REF: 16/CSR/28

**Requirements:** Grade 12 and code10 (C1) and Professional Driving Permit (PDP).

**Key performance areas:** Provide transport to public libraries in the identified municipalities. Ensure compliance with government transport prescripts, cleanliness and maintenance of the vehicles and give support service to the library service.

**GENERAL WORKER (3 Posts)**

**Salary:** All-inclusive package of R128 018 per annum

**Centre:** Glenmore: REF: 16/CSR/17  
 Emthonjeni: REF: 16/CSR/18  
 Mbombela Archives Building: REF: 16/CSR/19

**Requirements:** Grade 12 or equivalent and experience in housekeeping.

**Key performance areas:** Will do housekeeping (cleaning) inside and outside the library, shelves and information resource prepare and serve refreshments, packaging and unpacking of information resource boxes, loading and unloading boxes assist with collection of mail and general support of library function.

**Closing date: 04 March 2016**

All applications will be subjected to screening and appointed candidates will undergo a process of vetting.

Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications and a CV.

**Note: One post per application form. No facsimile applications will be accepted. State full name of post and reference number of the said post on the application form.**

Completed application forms with relevant reference numbers should be addressed to:

**The Director: HRM  
 Department of Culture, Sport & Recreation  
 PO Box 1243  
 MBOMBELA  
 1200**

OR

**Hand delivered to 2nd Floor, Building 5, Government Boulevard, Riverside Park, Extension 2, Mbombela 1200.**

The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representivity in terms of race, gender and disability when filling the vacant positions. People with disabilities are encouraged to apply.

**Note: Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.**

**Enquiries:**  
 Ms Moore Leshika 013-766-5179  
 Mr Clement Mahlalela 013-766-5343  
 Ms Ncobile Mkhabela 013-766-5656

