

**ASSISTANT DIRECTOR:
CENTRAL REFERENCE LIBRARY**

REF: DCSR/01/2021
SALARY: R470 040 per annum
CENTRE: Head Office (Mbombela)

REQUIREMENTS: A National Diploma/Bachelor's Degree in Library and Information Science and at least three years' experience in Library Management. Comprehensive and detailed knowledge of the library field as well as management theory and practices (inclusive of HR and Financial Management). Knowledge of Library Management Systems as applied in library environment. Knowledge of the PFMA and library prescripts. A valid driver's license.

KEY PERFORMANCE AREAS: Management and administration of Mpumalanga Reference Library, training programme and Library promotions. Manage and monitor support services provided by the Reference Library to all government officials and general public. Plan activities of the Reference Library, including training and marketing. Compile annual budget and monitor expenditure. Evaluate employee performance and provide mentoring and guidance as needed. Monitor maintenance of the collection of information resources, buildings and the use of assets. Consolidate monthly, quarterly and annual reports.

**ASSISTANT DIRECTOR: LIBRARY INFORMATION
AND COMMUNICATION TECHNOLOGY**

REF: DCSR/02/2021
SALARY: R470 040 per annum
CENTRE: Head Office (Mbombela)

REQUIREMENTS: A National Diploma/Bachelor's Degree in Information and Communication Technology. Strong business orientation with broad experience in managing information management and information technology related activities. Track record in the preparation and alignment of information management and information technology management. Ability to implement internal systems and controls to ensure sound information management and information technology management. Skilled at identifying and evaluating new technological developments, determine their appropriateness for application in the department and the re-engineering of business processes

KEY PERFORMANCE AREAS: Establish an information plan, information technology plan and operational plan to give effect to the strategic direction and management plans of the department. Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans and policies. Development of information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department relevant information technology matters.

LIBRARIAN

REF: DCSR/03/2021
SALARY: R316 791 per annum
CENTRE: Kamatsamo Library

REQUIREMENTS: A National Diploma/Bachelor's Degree in Library Science/ Information Science or equivalent qualification. Computer literacy, general knowledge of library services, people and communication skills.

KEY PERFORMANCE AREAS: Administer functions of the library; market the library services; research on user and prospective user needs; attend to circulation of library material and assist in other functions of the library where required; information storage and retrieval and reporting procedures. Manage the Library and information systems. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services.

LIBRARY ASSISTANT/CYBER CADET

REF: DCSR/04/2021
SALARY: R208 584 per annum
CENTRE: Kamatsamo Library

REQUIREMENTS: A Senior Certificate and a qualification in IT. Good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating system software, an 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 assignment, 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 compile their CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.

CLEANER

REF: DCSR/05/2021
SALARY: R102 534 per annum
CENTRE: Kamatsamo Library

REQUIREMENTS: An ABET Level 4 Certificate (Grade 8). Knowledge of cleaning principles. Knowledge of chemical use (dilution/mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping practices. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal skills. Corporate cleaning experience will be an added advantage.

KEY PERFORMANCE AREAS: Render cleaning services in the library and assist with other tasks/duties as and when required by supervisor

GROUNDSMAN

REF: DCSR/06/2021
SALARY: R102 534 per annum
CENTRE: Kamatsamo Library

REQUIREMENTS: An ABET Level 4 Certificate (Grade 8). At least one (1) year working experience will serve as an added advantage. Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of OHS Act.

KEY PERFORMANCE AREAS: Render gardening and maintenance services in the library and assist with other tasks/duties as and when required by supervisor

LIBRARIAN

REF: DCSR/07/2021
SALARY: R316 791 per annum
CENTRE: Newtown Library

REQUIREMENTS: A National Diploma/Bachelor's Degree in Library Science/Information Science or equivalent qualification, computer literacy, general knowledge of library services, people and communication skills.

KEY PERFORMANCE AREAS: Administer functions of the library; market the library services; research on user and prospective user needs; attend to circulation of library material and assist in other functions of the library where required; information storage and retrieval and reporting procedures. Manage the Library and information systems. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services.

LIBRARY ASSISTANT/CYBER CADET

REF: DCSR/08/2021
SALARY: R208 584 per annum
CENTRE: Newtown Library

REQUIREMENTS: A Senior Certificate and a qualification in IT. Good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating system software, an 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 assignment, 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 them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.

CLEANER

REF: DCSR/09/2021
SALARY: R102 534 per annum
CENTRE: Newtown Library

REQUIREMENTS: An ABET Level 4 Certificate (Grade 8). Knowledge of cleaning principles. Knowledge of chemical use (dilution/mix). Knowledge of cleaning equipment. Knowledge of health and safety requirements. Knowledge of basic record keeping practices. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal skills. Corporate cleaning experience will be an added advantage.

KEY PERFORMANCE AREAS: Render cleaning services in the library and assist with other tasks/duties as and when required by supervisor.

GROUNDSMAN

REF: DCSR/10/2021
SALARY: R102 534 per annum
CENTRE: Newtown Library

REQUIREMENTS: An ABET level 4 Certificate (Grade 8). At least one (1) year working experience will serve as an added advantage. Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of OHS Act.

KEY PERFORMANCE AREAS: Render gardening and maintenance services in the library and assist with other tasks/duties as and when required by supervisor.

Closing Date: Friday, 23 April 2021

Applications must be submitted on the **NEW Z83 FORM**, obtainable from any Public Service departments or at <https://dcsr.mpg.gov.za> and should be accompanied by a CV, certified copies of qualifications, including ID document, Senior Certificate and driver's license, where applicable. All applications will be subjected to security screening. Note: One note per application form. No e-mailed 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:

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

The Head:
Department of Culture, Sport & Recreation
P.O. Box 1243
MBOMBELA
1200

DUE TO COVID-19 HEALTH AND SAFETY PROTOCOLS, NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.

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 the vacant positions. People with disabilities are encouraged to apply. If you are not contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

**Enquiries: Ms Samkelisiwe Lushaba 013 766 5245,
Mr Clement Mahlalela 013 766 5343 and Ms Ncobela Mkhabela 013 766 5656.**

