



## **GEMEENSKAPSDIENSTE**

### **EKSTERNE ADVERTERING**

#### **BIBLIOTEEK DIENSTE**

**BIBLIOTEEK ASSISTENT X1: KLIPDALE:  
(3 JAAR VASTE TERMYN)**

#### **Vereistes:**

- Moet rekenaargeletterd wees
- Graad 12
- Moet kennis en belangstelling in boeke en literêre werke he
- Moet met mense oor die weg kan kom, veral die publiek
- Moet span georiënteerd kan werk, maar ook soms onafhanklik
- Ten minste twee van die amptelike tale in die Wes-Kaap magtig wees

#### **Aanbevelings:**

- Ten minste een jaar relevante ondervinding in 'n biblioteek of verwante omgewing
- Kennis van die Slims Brocade rekenaar uitleenstelsel sal as aanbeveling dien
- Bestuurslisensie sal 'n aanbeveling wees

#### **Funksies:**

- Orden toonbank voor aan diens gaan
- Pak alle kategorieë boeke weg
- Herstel boeke van alle kategorieë
- Help met spesiale aanvrae
- Hanteer aanmanings en maak ook telefoonoproepe na gebruikers in ooreenkoms met biblioteekaresse
- Gee boeke by Liefdensnessie en Ons Huis af 2X per maand
- Verleen hulp met uitstallings
- Help met instandhouding met die pamfletversameling
- Orden geskente boeke op rakke en trollies, skryf geskente boeke in donasieboek
- Help verbruikers met inligtingsoektogte
- Stel lyste op van nuwe boeke ontvang
- Hanteer telefoniese navrae, hernuwings en probleme van gebuikers

**Pos navrae:** Me C Conradie-Lotter op  
Tel: 028 425 5500

**Vergoeding:** T6  
(R108 086.50 – R140 282.61) p.j

## **COMMUNITY SERVICES**

### **EXTERNAL ADVERTISEMENT**

#### **LIBRARY SERVICES**

**LIBRARY ASSISTANT X1: KLIPDALE  
(3 YEAR FIXED TERM)**

#### **Requirements:**

- Must be computer literate
- Grade 12
- Must have knowledge of books and literary works
- Must be able to work with people, especially the public
- Must be able to work in a team, but also independent
- Must be able to speak two of the official languages in the Western cape

#### **Recommendations:**

- At least one year relevant experience in a library
- Knowledge of the Slims Brocade computer system will serve as a recommendation
- Driver's license Code 08 will be a recommendation

#### **Duties:**

- Organise counter before going on duty
- Repair books of all categories
- Counter service when needed
- Assist with special requests
- Handle any fines, make telephonic enquiries requested by librarian
- Issue books at Liefdensnessie and Ons Huis twice per month
- Assist with exhibits
- Assist with maintenance of pamphlet collections
- Organise donated books on shelves and trolley, write in searches
- Assist setting users with information searches
- Assist setting up lists for new book material received
- Handle telephonic enquiries, renewals and problems of users
- Assist with making up postage parcels and any other duties as needed

**Job enquiries:** Me C Conradie-Lotter on  
Tel: 028 425 5500

**Remuneration:** T6  
(R108 086.50 – R140 282.61) p.a

**SLUITINGS DATUM: / CLOSING DATE: 25 JULY 2017**

Aansoekvorms van Kaap Agulhas Munisipaliteit is 'n vereiste vir die oorweging van 'n aansoek, ongeag 'n gepaardgaande CV. Hierdie vorms kan ingehandig word by die Menslike Hulpbronne kantoor van me Janine Dixon-Kasira/Zaber De Klerk telefoonnommer 028-425 5500. Slegs volledig voltooide aansoekvorms met gesertifiseerde afskrifte van kwalifikasies, sertifikate, rybewys (indien nodig) en identiteitsdokumente sal oorweeg word. As kwalifikasiesertifikate nie onmiddellik beskikbaar is nie, moet beëdigde verklaring ingedien word as bewys van kwalifikasie.

**Aansoeke wat na die sluitingsdatum ontvang word deur die kantoor van menslike hulpbronne sal nie oorweeg word nie. Kandidate wat nie gekontak is teen 31 AUGUSTUS 2017 moet hul aansoeke as onsuksesvol beskou. Geen aansoekvorms, CV's en / of kwalifikasies kan teruggeëis word van die munisipaliteit nie. Die Raad behou die reg voor om nie 'n aanstelling te maak nie.**

Application forms of Cape Agulhas Municipality are a prerequisite for consideration of an application irrespective of an accompanying CV. These forms can be obtained and handed in at the Human Resources office from Mrs Janine Dixon-Kasira/Ms Zaber De Klerk, telephone number 028 – 425 5500. Only fully completed application forms with certified copies of qualifications, certificates, driver's licence (if required) and identity documents will be considered. If qualification certificates are not immediately available, affidavit must be handed in as proof of qualification.

CAM is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regards would be appreciated.

**Applications received after the closing date by the human resources office will not be considered. Candidates who have not been contacted by 31 AUGUST 2017 must consider their applications to be unsuccessful. No application forms, CV's and / or qualifications can be reclaimed from the municipality. The Council reserves the right not to make any appointment.**

**DEAN O'NEILL, MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY, P.O.BOX 51, BREDASDORP, 7280**