



JOB OPPORTUNITY

The City of Cape Town promotes and applies the principles of employment equity. People with disabilities are encouraged to apply.

LIBRARIAN
TCOE SALARY COMMENCING FROM R269 420 PA
SOCIAL SERVICES – LIBRARY AND INFORMATION SERVICE
Ref. No. LIB 37/17

Requirements:

- NQF level 8. Library and Information Science qualification
 - Proven computer literacy in MS applications
 - The successful candidate will be required to work evenings and on Saturdays on a roster basis
 - The ability to speak Afrikaans for some of the libraries and Xhosa for some others will be a recommendation
- Children's Librarian
- A High level of literacy and in-depth knowledge of children's books and children's literature
 - A strong commitment to the development of a reading culture among children and young people
 - An awareness of the developmental stages and associated reading needs of a child
- Adult Librarian
- A high level of literacy and general subject knowledge as well as knowledge of literature for adults

Key Performance Areas:

- Assisting the public with reading and reference enquiries
 - Contributing to collection development
 - Performing necessary administrative tasks
- Children's Librarian
- Assisting children & young people with their information needs in finding appropriate reading material
 - Preparing and telling stories and undertaking holiday programmes and children's activities to promote reading and library use
 - Liaising with educational institutions
- Adult Librarian
- Assisting adult users / students with reading and reference enquiries
 - Managing information and participating in adult book discussions
 - Assisting with planning outreach activities/programmes to promote reading and library use
 - Assisting in liaising with community organisations and educational institutions

Transfer applications from LIS employees will be considered

External candidates: APPLY ON LINE VIA www.capetown.gov.za/careers

Internal staff: APPLY ON LINE VIA SAP PORTAL

Certified copies of qualifications must be available on request.

Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful.

Closing date: 24 November 2017

- Please quote the reference number of the vacancy in all communications.
- Certified copies of qualifications must be available on request.
- Visit our website at www.capetown.gov.za/careers
- No late applications will be considered.
- If no notification of appointment is received within 3 months of the closing date, please accept that your application was unsuccessful.