DEPARTMENT OF EDUCATION

APPLICATIONS: Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela TEL: (011) 746-8190,

District Ekurhuleni South [ES]: Physical Address: Infinity Office Park, Private Bag X8001 2 Robin Close, Alberton Meyersdal, 1450 ALBERTON Enquiries: Xolani Kheswa TEL: (011) 389-6034,

District Gauteng North [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ria Van der Merwe TEL: (012) 846-3635

District Gauteng West [GW]: Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660-4581,

District Johannesburg East [JE]: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109,

District Johannesburg North [JN]: Physical Address: Corner Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: TEL: (011) 694 9378,

District Johannesburg West [JW]: Physical Address: 20 Madeline street FLORIDA Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta: TEL: (011) 831-5433,

District Sedibeng East [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Ntombi Moyo: TEL: (016) 440-1861

District Sedibeng West [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Erna Rust TEL: (016) 594 9207,

District Tshwane North [TN]: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Priscilla Ravele TEL: (012) 543 1044,

District Tshwane West [TW] Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Salamina Letoaba TEL: (012) 725
1451, HEAD OFFICE [HO] Physical Address: 111 Commissioner street, Johannesburg
Postal address: P.O. Box 7710, Johannesburg 2001
Enquiries: check enquiries on the advert 34

CLOSING DATE : 23 September 2016

NOTE : Application must be submitted on form z83, obtainable from any Public Service
Department or on the internet at www.dpsa.gov.za/documents. The completed and
signed form should be accompanied by a recently Updated CV as well as certified
copies of all qualification/s an ID document (no copies of certified copies allowed,
certification should not be more than six months old). Failure to submit all the requested
documents will result in the application not being considered. Correspondence will be
limited to short-listed candidates only. If you have not been contacted within three
months after the closing date please accept that your application was unsuccessful.

POST 36/45 : SENIOR LIBRARIAN ASSISTANT 6 POSTS

Sub Directorate: Curriculum Management and Delivery
: Section: Learning and Teaching Support Material

SALARY : R142 461 per annum plus benefits

CENTRE : Ekurhuleni North Ref No: EN2016/09/213; Sedibeng East Ref No:
SE2016/09/214; Johannesburg West (X2 POSTS) Ref No: JW2016/09/215; Ekurhuleni
South Ref No: ES2016/09/216; Johannesburg North Ref No: JN2016/09/217; Tshwane
South Ref No: TS2016/09/218, Johannesburg East Ref No: JE2016/09/220

REQUIREMENTS : Grade 12 Certificate or equivalent qualification and at least relevant
experience in the Library and information field will be an advantage. Good communication
skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations.
Good general knowledge. Ability to work with and without supervision. Hard working and
reliable.

DUTIES : Assist the Senior librarian with Issuing and retrieving of information from library
resources; Cataloguing and processing of the district library’s stock, using a computerized
data base; Stock-taking, shelve control and filing; Acquisitioning and requisitioning of
library resources; General administrative functions; Information assistance to library users;
Marketing the library service; Information searches including the Internet; Establishing the
information needs of district officials.

ENQUIRIES : Ms Emily Mochela, Tel 011 746 8190(EN). Ms. Nntombi Moyo,
Tel 016 440 1748. (SE). Mr. Lizwe Jafta, Tel 011 831 5433. (JW). Mr. Xolani Kheswa, Tel
Tel 012 401 6363. (TS), Ms Elizabeth Moloko (JE) Tel 011 666-9109