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**DIRECTORATE**

Social Services

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**DEPARTMENT**

Library and Information Services

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**SALARY**

TCOE: R694 272 per annum

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**REFERENCE NUMBER**

LIB 21/18

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**CLOSING DATE**

20.07.2018

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**ELIGIBILITY**

Suitably qualified candidates

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## HEAD: LIBRARY AND INFORMATION SERVICES

### Requirements:

- B.Bibl/B.LIS or M.Tech in LIS or PGDipl.LIS or B.Inf (Hons)
- Up to Eight years' experience in a public library environment, including a few years' relevant managerial experience
- Fully conversant with all aspects of public librarianship
- Computer literacy (MS Office applications)
- Very good management and team leadership skills
- Excellent interpersonal, oral and written communication skills
- Analytical, conceptual and strategic thinking abilities
- A valid code EB Drivers' license

### Key Performance Areas:

- Managing all the libraries in a designated area
- Leading and directing the delivery of operational library services
- Participating in the formulating, monitoring reviewing and implementing of LIS strategies policies and procedures
- Planning managing and controlling the physical resources , manage
- Managing the development of library collections
- Managing special projects , programmes and events in a designated area as well as an integrated level across more than one area
- Managing relationships and partnerships
- Controlling , managing and monitoring allocation of funding and expenditure for operational and relevant capital expenditure and programmes
- Managing and controls staff and outcomes associated with utilisation, productivity and performance of personnel

### How to Apply

*External candidates:* APPLY ON LINE VIA

[www.capetown.gov.za/careers](http://www.capetown.gov.za/careers)

*Internal staff:* APPLY ON LINE VIA SAP PORTAL



**CITY OF CAPE TOWN  
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**THE CITY PROMOTES AND APPLIES THE PRINCIPLES OF EMPLOYMENT EQUITY  
PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**

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.



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