



## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

### **LIBRARIANS X6**

*Salary Range: An all-inclusive remuneration R 294 321 – R 343 815 (Level 07)*

*OR TAMBO DISTRICT (Tombo /Qumbu Community library) Ref: DSRAC 18/06/2023 X2*

*JOE GQABI DISTRICT (Rossouw/ Venterstad community Library) Ref: DSRAC 19/06/2023 X2*

*ALFRED NZO DISTRICT (Mount Ayliff) Ref: DSRAC 20/06/2023*

*SARAH BAARTMAN DISTRICT (Community Libraries) (Sarah Baartman) Ref: DSRAC 21/06/2023*

**MINIMUM REQUIREMENTS:** National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.

**DUTIES:** Implement the provisioning of library materials to community/ members. Implement awareness campaigns, outreach programmes and promotion of library use to the community. Implement stock control of all library material in the library. Processing of library material received from district office. Supervision of staff in the library. Collect and analyse user needs and submit to District office. Compilation and consolidation of monthly user statistics and reports. Facilitate establishment of library committees and book clubs in the library.

**People with disabilities who meet the requirements will be given preference.**

ENQ. S. STUMA – 047 495 0853 – OR TAMBO DISTRICT (Mthatha)

ENQ. M. LEKHULA – 051 492 4772 – JOE GQABI DISTRICT (Maletswai)

ENQ. M. GUGWANA – 039 492 0297 – ALFRED NZO DISTRICT (Mount Ayliff)

ENQ. S. MPAFA – 046 492 0223 – SARAH BAARTMAN DISTRICT (Makanda)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)