



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

### **LIBRARY ASSISTANT X2**

*Salary Range: An all-inclusive remuneration R 202 233 – R 235 611 (Level 05)  
OR TAMBO DISTRICT (Nyandeni & Mhlonto Community Libraries) - Ref: DSRAC 25/06/2023*

**MINIMUM REQUIREMENTS:** National Senior Certificate with no experience. A National diploma in library and information studies (NQF Level 6) will be an added advantage. Good command of at least two (2) official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills. A valid driving licence as will be an added advantage.

**DUTIES:** Perform all circulations duties in the library. Join and renew library membership. Shelving & shelve reading of all library material. Attend reference queries brought by users. Maintain good public relations with stakeholders. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the formation / establishment of a library structure & book clubs. Responsible for orientation and children's programmes. Assist in the management of library donations, and other programmes in the library including ICT and mini-lib services.

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

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

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