



BIG 5 HLABISA LOCAL MUNICIPALITY (KZ 276)

P.O Box 387
Hlabisa
3937

Lot 808, off Masson Street
Hlabisa
3937

Tel: +(27)035 838 8500 – Hlabisa

Tel: +(27)035 838 7200 – Hluhluwe

E-mail: mm@big5hlabisa.gov.za

Ref No: 4/3/2/2/8

The Big 5 Hlabisa Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program that is non-racial, non-discriminatory but based on merits. The council reserves the right not to make any appointment.

PERMANENT POSITION: LIBRARY ASSISTANTS X3

Salary : Task Grade 6 of category 1 Municipality

REQUIREMENTS

- Grade 12 certificate or equivalent qualification.
- Computer literacy (MS Word, Excel, PowerPoint, etc).
- 1- year experience in library environment will be an added advantage.
- Ability to work under pressure and meet operational deadlines.
- Acceptable level of emotional intelligence.
- Unquestionable integrity and honesty.

KEY PERFORMANCE AREAS

- Perform circulation of library material duties.
- Maintain and develop library collection.
- Assist with library administration duties.
- Provide support during library promotion program.

NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants.

Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID, consent form and application form obtainable on our Municipal website (www.big5hlabisa.gov.za) and be sent to: The Municipal Manager; Big 5 Hlabisa Local Municipality; PO Box 387: Hlabisa 3937; or Hand delivery to Lot 808, Off Masson Street; Hlabisa 3937 or 163 Zebra Street Hluhluwe 3960 on or before the closing date which is strictly not later than **16h00** of the **08 August 2023**.

Enquiries: Human Resource Admin Ms. NC Zulu Tel: 035-838 8500

FAXED OR E-MAIL APPLICATIONS AND THOSE WITHOUT ACCOMPANYING DOCUMENTS WILL NOT BE CONSIDERED.



DR V.J MTHEMBU
MUNICIPAL MANAGER