

KUMKANI MHLONTLO LOCAL MUNICIPALITY

96 LG Mabindla street
Qumbu
5180
Eastern Cape
PO Box 31
Qumbu
5180



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www.mhlontloim.gov.za

info@mhlontloim.gov.za

EXTERNAL VACANCY DATE: 19 AUGUST 2024

The Kumkani Mhlontlo Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Suitably qualified persons are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the municipality. **People with physical disabilities are encouraged to apply.**

DEPARTMENT	COMMUNITY SERVICES DEPARTMENT
NAME OF THE POST	Library aid
ANNUAL PACKAGE	R66 000 All Inclusive
CONTRACT	3 YEARS Fixed Contract
ADVERTISED	Municipal Notice Board
MINIMUM REQUIREMENTS	Matric/Grade 12 Knowledge of Library environment Understanding of Basic and Circulation and Library Rules Computer Literacy
KEY RESPONSIBILITY	Checking books in and out, labelling items and updating library records. Repairing Damaged Books. General Maintenance: Library Aides Printing /photocopying and assist in computer. Shelving and Shelf Reading

CLOSING DATE : 05 September 2024 @ 12 :H00

ENQUIRIES : THE MANAGER: HUMAN RESOURCES: MR. X. MPATANE (047-533 7000) DURING OFFICE HOURS

NB: Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after three (3) months from the closing date, they may regard themselves as having been unsuccessful.

Please apply by writing the Application letter and also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:

***The Municipal Manager
Mhlontlo Local Municipality
P.O. Box 31***

FOR ATTENTION: THE SENIOR MANAGER, CORPORATE SERVICES DEPARTMENT

OR

Submit your Application letter, CV and certified copies of your qualifications and ID document and a valid driver's licence where applicable by hand to;

**The Senior Manager
Corporate Services Department
96 L. G. Mabindla Street
Qumbu, 5180**

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

CORRESPONDENCE WILL BE LIMITED TO ONLY SHORT- LISTED APPLICANTS.

The Municipality reserves the right not to make any appointment to the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service.
Canvassing for this position will lead to disqualification of applications.

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Mr. L. Ndabeni
Municipal Manager

2024/08/19.....
Date

We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Mhlontlo Local Municipality's Human Resources-