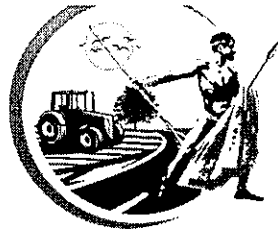


96 LG Mabindla street  
Qumbu  
5180  
Eastern Cape

PO Box 31  
Qumbu  
5180



(047) 553 7000

(047) 553 0189

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.**

<b>DEPARTMENT</b>	<b>COMMUNITY SERVICES DEPARTMENT</b>
<b>NAME OF THE POST</b>	<b>Library Assistant</b>
<b>CONTRACT</b>	<b>3 YEARS Fixed Contract</b>
<b>ANNUAL PACKAGE</b>	<b>R170 000.00 All Inclusive</b>
<b>ADVERTISED</b>	<b>Daily Dispatch and Municipal Notice Board</b>
<b>MINIMUM REQUIREMENTS</b>	Matric /Grade 12 2 years relevant experience in library environment Understanding of basic cataloguing and circulation rules End user computer literacy. Diploma /Degree in Library and information science is an added advantage.
<b>KEY RESPONSIBILITIES</b>	Register new members and circulation duties. Printing /photocopying and assist in computers. Shelving and shelf reading.

**CLOSING DATE : 05 September@ 12 :00 pm**

**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  
Qumbu, 5180***

**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.

.....  
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-*