



UMHLABUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973
Tel: +27 35 592 0665 • +27 35 592 0680
Fax: + 27 35 592 0672

ASSISTANT LIBRARIAN

Requirements:

Tertiary qualification in Library Science and a candidate can demonstrate that he/she acquired relevant skills*At least two years' experience in Library environment* be fluent in isiZulu and English*required to work on Saturdays *Knowledge of SLIMS programme.

Responsibilities

General duties connected with day to day running of the library*Create educational awareness through library display*Attend public queries*Assisting in selection and obtaining of library material*Assisting in an organization and management of information

SECRETARY TO THE DIRECTOR COMMUNITY SERVICES

Level 8

Requirements:

A Grade 12 Certificate plus one year experience as Secretary *Essential Knowledge, Skills and Competencies: The successful candidate must be able to function independently and should have the ability to maintain consistency, professionalism as well as confidentiality*Good interpersonal relations, telephone etiquette and the ability to take minutes*Knowledge of MS Word, MS Excel, Internet etc.

Responsibilities

Coordinating and organizing external and internal meetings*Managing the diary of Director Community Services *Screening telephone calls and visitors*Arrange flight booking and accommodation*Complete S and T.

LE D / TOURISM OFFICER

Task Grade: Level 14

Requirements:

Diploma/ Degree in Development studies or equivalent qualification *2years experience in the relevant field*Excellent communication in English and IsiZulu, both written and verbal*be prepared to work long and irregular hours* A valid driver's license*Computer literacy

Responsibilities

Co-ordinate and facilitate the implementation of LED projects *Identification and packaging of agriculture and tourism projects *Assistance in out sourcing of funding from development agencies and other financial sources *Assist identifying training and capacity building programmes *Promoting participation of SMME in the economic development *Facilitation of EPWP.

Application letter accompanied by a comprehensive CV and certified copies of all qualifications should be addressed to the Municipal Manager, Umhlabyalingana Local Municipality, Private Bag x 901, Kwa-Ngwanase, 3973. (No faxes will be accepted). Applicants not contacted by the Municipality within three weeks after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. **Closing date: 02 September 2014** Enquiries: Miss.L.Sithole or Mrs. M.E.Masuku@ (035) 592 0680 during office hours between 08h00-16h00

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Mr. S.E. Bukhosini
Municipal Manager