JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Librarian

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

VACANCY CIRCULAR

119/2025

City of Johannesburg

Publication Date:
Friday, 19 September 2025

Closing Date:
Friday, 03 October 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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LIBRARIAN

Department: Community Development
Branch: **Arts, Culture and Heritage**
Designation: **Librarian**
Remuneration: R28 315,59 pm (basic salary excluding benefits)
Location: Johannesburg Art Gallery, btw Klein and King George Str, Joubert Park and Museum Africa, 121 Lillian Ngoyi Str, Newtown

Minimum Requirements:

- Matric/Grade 12 and a Degree or Higher Diploma in Library and Information Services/Degree in Archival Studies/Library Science/Information Management;
- 2 – 3 years' of practical experience in a public library, and experience as part of the academic program or as an Archivist.

Primary Function:

Manage, maintain and develop a specialist art library for a major art museum. Provide a professional and efficient reference service to all users. Oversee the library's annual budget. Supervise immediate assistant, voluntary and field workers. As well as users.

Key Performance Areas:

- Manage and maintain the library's archives for research purposes by members of staff and the public, educators, students, learners, national and international art institutions;
- Expand the library's facilities for the benefit of all users;
- Distribute incoming art-related data to members of staff;
- Manage all library enquiries from members of the public, art educators, voluntary guides, field assistants, national and international researchers and institutions, NGO's, local, provincial and national art departments and state libraries;
- Supervise groups of school learners, Technicon and University students visiting the library for research purposes;
- Contribute to the development of the Directorate's strategic planning process;
- Lead the Team's operational planning process;
- Lead the Team's financial planning and budgeting processes;
- Provide input to the budgeting process;
- Lead and facilitate the Team's Demand Planning process;
- Lead and facilitate the Team's Performance Managements planning process;
- Lead and manage the development of the Team's Personal Development Plan's process;
- Ensure effective and efficient Team's functions, processes, procedures, systems and policies;
- Leading the Recruitment, Selection and Placement for sourcing of suitably qualified staff for the Directorate;
- Ensure effective and efficient Procurement Management in line with Supply Chain Management processes, legislative, regulatory and policy framework;
- Provide sound leadership for the achievement of the Directorate's objectives;

- Oversee the budgets for periodicals and subscriptions, books and bookbinding in accordance with the Council's purchasing and payment policy;
- Maintain the museum's catalogue exchange programme with local and overseas institutions;
- Process current and new publications;
- Upgrade all books, old and new, on URICA electronic bibliographic database on old DDC16@AACR;
- Catalogue current and new publications on a computerised system;
- Scan bibliographic items to establish subject content,
- Download appropriate information from the SABICat and WorldCat;
- Evaluate access points on copy record;
- Assess bibliographic database;
- Improve access by continually maintaining, upgrading and correcting records;
- Establish correct form of access points for authors, corporate authors, series and subject headings;
- Ensure effective control of the Team's Human Resources;
- Manage the Administration Assistant;
- Ensure effective Directorate Assets Management and Control;
- Implement good governance and effective risk management systems;
- Implement the disaster plan in the event of a disaster;
- Attend weekly Metro Library Bibliographic Services meetings;
- Writing contributions to annual reports, JAG Newsletter and information material;
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance;
- Ensure a smooth administrative process.

Leading Competencies:

- Computer literacy (MS Office) and computer courses, including URICA database;
- Leadership and Management;
- Planning and Organising;
- Good Communications and strong written communication;
- Networking;
- Public Relations;
- Project Management;
- Budget and Financial Oversight;
- Leadership and Team Management;
- Problem-solving and Crisis Management.

Core Competencies:

- Cataloguing and Information Management;
- Archives and Records Management;
- Knowledge of Visual Arts;
- Research and Education;
- Ability to function under stress;
- Collaborative/Teamwork; Networking; Values and Integrity; Attention to detail and quality-focused; Customer and Service Delivery Management (Batho Pele) Ethics; Integrity and Professionalism

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"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1pwIk3rirSNegQceWHCSMhwew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Gugulethu Khumalo
Tel No: 011 407 6553

CLOSING DATE: FRIDAY, 03 OCTOBER 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.