JOB OPPORTUNITY

VACANCY ALERT

Joburg

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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

038/2025

City of Johannesburg

Publication Date:
Monday, 07 April 2025

Closing Date:
Tuesday, 22 April 2025

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

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LIBRARIAN

Department: Community Development
Branch: **Library & Information Services**
Designation: **Librarian**
Remuneration: R26 964.66 pm (basic salary excluding benefits)
Location: Various Regions

Minimum Requirements:
- 4 - year Tertiary qualification in Library and Information Science/NQF level 7;
- 1 – 3 years' public library experience; and
- Computer Literacy (MS Office, Internet, Outlook) and Library Systems.

Primary Function:
Render a people-oriented, efficient and professional Library and Information Service to the public.

Key Performance Areas:
- Render and supervise routine library operations.
- See that communications needed to operate effectively are taking place.
- Control financial matters concerning the day to day operations.
- Supervise the staff and manage Library collections.

Leading Competencies:
- Planning and organizing skills;
- Project Management and Public Relations;
- Time management;
- Organisational skills.
- Interpersonal skills and communication skills

Core Competencies:
- 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/1BfVcfyvRTlemZYhBbwGT3gew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Winnifred Montswagae
Tel No: 011 407 6553

CLOSING DATE: TUESDAY, 22 APRIL 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.

VACANCY CIRCULAR 038/2025
City of Johannesburg

Publication Date:
Monday, 07 April 2025

Closing Date:
Tuesday, 22 April 2025

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