JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Head eLearning Library Applications and Services Extension Services

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 in 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 acknowledgement 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

138/2025

City of Johannesburg

Publication Date:
Wednesday, 12 November 2025

Closing Date:
Tuesday, 25 November 2025

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

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HEAD: eLEARNING LIBRARY APPLICATIONS & SERVICES EXTENSION SERVICES

DEPARTMENT: Community Development
BRANCH: **Library and Information Services**
DESIGNATION: **Head: eLearning Library Applications & Services Extension Services**
REMUNERATION: R64 033.65 pm (basic salary, excluding benefits)
LOCATION: 22 Solomon Street

Minimum Requirements:

- Matric Certificate plus 4 year tertiary qualification- B.Bibl / B.Inf / B.Tech LIS / Degree plus Post graduate Diploma in Library and Information Science (PDGDLIS (NQF 8);
- Registered member of LIASA;
- Code 8 driver's license.
- 7 – 9 years' experience in a senior management position within public library services.
- 5 years professional experience relating to planning, development and specialist library services.

Primary Function:
Plan, lead, direct, control and monitor the eLearning Library Applications and Extension Services function to ensure the ongoing extension, development and improvement of library service, facilities, collections and staff skills through the alignment of policies, strategies, procedures and standards as well as the delivering of reading development programmes, the promotion of library service and the provision of support to the Director: Library and Information Services with regard to the performance areas and service delivery objectives of the Library and Information Services Directorate (LIS) and the department .

Key Performance Areas:

- Contribute to the development of the Directorate and departments strategic planning process;
- Lead the sub-directorate tactical planning process;
- Ensure sound financial planning and budgeting process for the sub directorate;
- Lead and facilitate the sub directorate demand planning process;
- Lead and facilitate the directorate performance management planning process;
- Lead and manage the development of the sub-directorates Personal Development Plans (PDP) process;
- Ensure effective and efficient sub directorate functions, processes procedures, systems and policies;
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the sub-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 sub-directorates objectives;

- Direct the rendering of the eLearning Library Application and Extension Services operation in line with applicable processes, policy and procedures;
- Implement good governance and effective risk management systems;
- Ensure effective control of the sub directorate Human Resource;
- Ensure effective Financial Resource control;
- Ensure effective directorate Assets Management and control;
- Establish and maintain strategic relationships with key stakeholders through engagement planning, regular communication, compliance and outcome monitoring to support sub-directories objectives;
- Ensure effective management of specific administrative and reporting requirement associated with the sub-directorate and individual performance;

Leading Competencies:

- Advanced computer literacy skills- working knowledge of library systems and Internet and experience in operating in an automated library environment;
- **Leadership and Management:** Ability to lead and manage teams, and to make informed decisions;
- **Planning and Organising:** Proficiency in strategic and operational planning, resource allocation, and performance management;
- **Communication:** Excellent verbal and written communication skills for effective stakeholder engagement and team management;
- **Customer Service:** Strong customer service skills to ensure high levels of customer satisfaction;
- **Information and Communications Technology:** Ability to operate in a highly digital environment;
- **Financial Management:** Budgeting processes and financial management skills.

Core Competencies:

- Knowledge of the Local government environment- the framework of the parent body in relation to the profession will assist with policy formulation and strategic alignment;
- Knowledge of strategy development (IDP, SDBIP, etc). prescribed methodologies, legislative, policy and regulatory frameworks
- In depth knowledge of LIS principles, techniques & tools and how they can be practically applied;
- Knowledge of corporate governance and Treasury Regulations;
- Knowledge of principle and practices of municipal legislation including MFMA, Municipal Systems Act, organization, administration and personnel management;.

"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."

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

https://share-eu1.hsforms.com/16zgFr-O-RDi7O_i740SJeQew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

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

CLOSING DATE: TUESDAY, 25 NOVEMBER 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,
- Employment record verification,
- Criminal check, and
- Identity validation.