



City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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VACANCY BULLETIN: STC 015/2019

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Community Development Department has the following short term contract opportunities for a period **NOT** exceeding six (6) months.

The details are as follows:

- 1) **Department:** Community Development
Branch: Library & Information Services (Region A to G incl. JCL)
Designation: Library Assistant (Extended hours)
Salary: R103.00 per hour and allowances (Sunday) (Maximum 57 hours per month)

Appointment Requirements:

- Unemployed youth with Matric (Grade 12)/NQF level 4 qualification and above;
- Youth/students currently studying will also be considered;
- There is no preference for post Matric qualification for which the student is enrolled;
- Good interpersonal and communication skills (verbal and written); and
- Basic ICT skills.

Primary Function: To provide basic library services. Candidates are required to work extended hours as follows:

- Saturdays and Sundays until 17h00
- Weekdays until 20h00.

The position will assist the Senior Librarian/Librarian in rendering a direct Library and Information Service to the public. It will assist with all administrative operations of the library and promote Outreach Programmes by actively helping and conducting Story Sessions and reading competitions and programmes. It will further partake in personnel and staff skills development and also adhere to library financial procedures.

Key Performance Areas: Assist with daily administrative and operational tasks of the library. Adhere to library financial procedures. Promote outreach programmes of the library. Partake in personal and staff skills development.

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Leading Competencies: Ability to work in a team; time management; interpersonal people and communication skills.

Core Competencies: Collaborative/Teamwork; Values and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics and Confidentiality.

For further information relating to job requirements and description, interested applicants can contact Thato Sepuru at (011) 407 7198.

An Application letter and comprehensive CV must be emailed to vacanciescomdev@joburg.org.za.

These are employment equity targeted positions and preference will be given to African, Indian and White Males and African and White Females, including people with disabilities.

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CLOSING DATE: 06 December 2019



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ACTING DIRECTOR: TALENT ACQUISITION REMUNERATION PERFORMANCE & TRANSFORMATION

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