VACANCY BULLETIN: STC 003/2017

CITY OF JOHANNESBURG

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg, Community Development department has the following short term contract opportunities for a period NOT exceeding twelve (12) months.

The details are as follows:

1. **Department/Directorate/Region:** Community Development
   **Branch:** Library & Information Services
   **Designation:** On the level of Sr Librarian: Bibliographic & Distribution Service / Mentor (9 positions) / Various Regions
   **Salary range:** Stipend (not more than R14 036 or 80 hours per month)

**Experience/Skills/Educational Requirements**
- Four (4) year tertiary Library qualification: B. Bibl/B. Inf. or PGDLIS or B. Tech (NQF level 7).
- Candidates with a three (3) year Technicon Diploma in Librarianship will also be considered.
- A minimum of five (5) years’ of professional and/or supervisory library experience, preferably within a computerized library environment.
- Previous experience in staff training and supervision.
- Good interpersonal and communication skill (verbal and written).

**Job Description:**
To manage and deliver in-service training to library staff and assist with specific operations relating to Library and Information Services’ functions, focusing on:
- Book stock knowledge, collection management and library house-keeping routines
- Reference and information retrieval skills (print and electronic resources)
- Special collections in the Johannesburg City Library (eg. Africana, Performing Arts)
- Library extension services and reading development programmes
- Use of the automated library system for circulation and cataloguing
- Basic computer skills.

For further Information relating to Job Specification and Description, interested applicants can contact Nkhensani Mulaudzi at (011) 226 0937 or email to Terriannes@joburg.org.za. PLEASE STATE WHETHER YOU HAVE A THREE OR FOUR YEAR QUALIFICATION!

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MOOGSYN JONES  
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GROUP HUMAN CAPITAL MANAGEMENT