

VACANCY BULLETIN: STC 017/2017

CITY OF JOHANNESBURG

SHORT TERM CONTRACT EMPLOYMENT (STC)

The City of Johannesburg, COMMUNITY DEVELOPMENT DEPARTMENT has the following fixed term contract opportunities for a period NOT exceeding twelve (12) months

The details are as follows:

1. **Department:** Community Development
Branch: Library & Information Services
Designation: Trainee Librarian

Experience/Skills/Educational Requirements

- Four (4) year tertiary library qualification: B. Bibl / B. Inf. or PGDLIS or B. Tech (LIS) (NQF level 7).
- Candidates with a three (3) year Technicon Diploma in Librarianship / NQF level 6 will also be considered.
- Qualified candidates with little or no library experience will be given preference.
- Good interpersonal and communication skills (verbal and written).

Job Description:

To be trained to assist in rendering public library services focusing on providing people oriented service to the community assisting with routine library operations, programmes and the central marketing and development services. Training will include:

- 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 (e.g. Africana, Performing Arts).
- Library extension services and reading development programmes.
- Use of the automated library system.
- Basic computer skills.

For further information relating to job requirements and description, interested applicants can contact Lizelle Cooke at (011) 407 6681.

An Application letter and comprehensive CV must be hand delivered to 14th floor, A-Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein, for attention of Lizelle Cooke or emailed to takalanine@joburg.org.za.

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FAHDIEL MOOSA

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ACTING DIRECTOR: TALENT ACQUISITION & FILED SERVICES
GROUP HUMAN CAPITAL MANAGEMENT