

**LIBRARY ASSISTANTS  
EXPANDED PUBLIC WORKS PROGRAMME  
LIBRARY SERVICES HEAD OFFICE PIETERMARITZBURG (REFERENCE SECTION (10) AND  
ACQUISITION SECTION (04), MIDLANDS PIETERMARTZBURG (3) DUNDEE DEPOT (03),  
MBAZWANA DEPOT (4) PINETOWN COAST DEPOT (02), PINETOWN SOUTH COAST DEPOT  
(02), NKUNGUMATHE (02), QHUDENI (01), NDUMO (01), HEAD OFFICE- SECURITY  
SERVICES (02).**

**EPWP CIRCULAR NO 15/2023  
Contract (12 Months)  
Salary stipend: R 8 544.50 per month**

**LOCAL MUNICIPALITY/ HEAD OFFICE**

**Post : Library Assistants**

**Requirements: Grade 12, within the age group of 16 years and above**

Must be presently unemployed  
Must live within a 15 km radius of the (Head office, Dundee,  
Pinetown and Mbazwana Depot)  
Must be physically fit  
enquiries

**Skills Required:**

- Knowledge of library work
- Knowledge of working with books and lifting of boxes/tubs and shelving
- Knowledge of local community and public libraries
- Numerical and literacy skills
- Communication skills

**Key Responsibilities:**

**Reference Section** [Take instructions from the Team Supervisor, assembly library shelves and move them according to the floor plan, lift boxes of packed with books next to the shelves, Unpack sealed boxes. Dust and dry clean books before putting them on shelves. Pre-shelf books on shelves, move empty boxes to the discarding area. Record daily statistics of unpacked boxes and any other related duties].

**Acquisition Section** [Capture bibliographic information for library material. Perform record keeping. Perform photocopying. Assist with distribution of library material].

**Depot Libraries** [ Stamp, code and date selected library material stock. Prepare library material for delivery. File library material according to library procedures. Load library material into delivery vehicles for delivery to community libraries. Offload returned library material from delivery vehicles onto designated area in Depot. Accompany delivery vehicle to delivery destinations to offload and load library material as per the exchange process. Examine the extent of the damage and take note of required material to repair library material. Undertake library material repairs. Move furniture and library items in the Depot

and affiliated libraries. Erect or dismantle shelving. Collect new library material from Head Office. Undertake the collection of the post]

**Post** : **Cybercadet**

**Requirements** : Grade 12 certificate or equivalent qualification plus Comp Tia Accredited A+

**Skills Required:**

- Good communication skills [written and verbal]
- Computer Literacy (MS Word, Excel, PowerPoint, etc)
- Valid code 8/EB driver's license
- Knowledge of library work
- Knowledge of local community and public libraries
- Numerical and literacy skills

**Key Responsibility :**

Provide advice to Library users on the use of information and Communication Technology [ICT]. Conduct ICT training for public library users. Ensure that ICT hardware, software and network are maintained. Ensure adherence to ICT policies and guidance. Provide support to the Librarian on the usage of ICT.

**Post** : **Administration Assistant**

**Requirements** : Grade 12 certificate

**Skills Required:**

- Good communication skills [written and verbal]
- Computer Literacy (MS Word, Excel, PowerPoint, etc)
- Valid code 8/EB driver's license
- Knowledge of security services
- Numerical and literacy skills

**Key Responsibility :**

Provide office services, perform records management function, Coordinate and process financial matters, Coordinate HR matters, Render reception functions. Assist with security services during the Departmental events.

**ADVERTISEMENT FOR EPWP POSTS (12 MONTHS PERIOD)**

NAME OF THE POST	DISTRICT	LOCAL MUNICIPALITY	MONTHLY STIPEND	NUMBER OF POSTS
LIBRARY ASSISTANT: REFERENCE SECTION- REF.NO. EPWPDSAC13/2023)	HEAD OFFICE: PMB	MSUNDUZI	R 8 544.50	10
LIBRARY ASSISTANT: ACQUISITION SECTION- REF.NO.EPWPDSAC14/2023	HEAD OFFICE: PMB	MSUNDUZI	R 8 544.50	4

<b>LIBRARY ASSISTANT: MIDLANDS DEPOT- REF. NO. EPWPDSAC15/2023)</b>	<b>UMGUNGUNDLOVU</b>	<b>MSUNDUZI</b>	<b>R 8 544.50</b>	<b>3</b>
<b>LIBRARY ASSISTANT: DUNDEE DEPOT- REF. NO. EPWPDSAC16/2023</b>	<b>UMZINYATHI</b>	<b>ENDUMENI</b>	<b>R 8 544.50</b>	<b>3</b>
<b>LIBRARY ASSISTANT: SOUTH COAST DEPOT: REF. NO. EPWPDSAC17/2023</b>	<b>EASTERN</b>	<b>PINETOWN</b>	<b>R 8 544.50</b>	<b>2</b>
<b>LIBRARY ASSISTANT: COASTAL DEPOT- NORTHERN CLUSTER- REF.NO. EPWP DSAC18/2023</b>	<b>EASTERN</b>	<b>PINETOWN</b>	<b>R 8 544.50</b>	<b>2</b>
<b>LIBRARY ASSISTANT MBAZWANA DEPOT- REF.NO. EPWP DSAC19/2023</b>	<b>UMKHANYAKUDE</b>	<b>UMHLABAYALI NGANA</b>	<b>R 8 544.50</b>	<b>4</b>
<b>LIBRARY ASSISTANT: NKUNGUMATHE LIBRARY- REF.NO.EPWPDSAC20/20 23</b>	<b>KING CETSHWAYO</b>	<b>INKANDLA</b>	<b>R8 544.50</b>	<b>2</b>
<b>CYBERCADET: NKUNGUMATHE LIBRARY-REF NO. EPWDSAC21/2023</b>	<b>KING CETSHWAYO</b>	<b>INKANDLA</b>	<b>R8 544.50</b>	<b>1</b>
<b>CYBERCADET: QHUDENI LIBRARY- REF.NO. EPWPDSAC22/2023</b>	<b>KING CETSHWAYO</b>	<b>INKANDLA</b>	<b>R8 544.50</b>	<b>1</b>
<b>CYBERCADET: NDUMO LIBRARY- REF.NO.EPWPDSAC23/20 23</b>	<b>UMKHANYAKUDE</b>	<b>UMHLABUYALI NGANA</b>	<b>R8 544.50</b>	<b>1</b>
<b>ASSISTANT ADMINISTRATOR: SECURITY SERVICES- REF NO. EPWPDSAC24/2023</b>	<b>UMGUNGUNDLOVU</b>	<b>UMSUNDUZI</b>	<b>R8 544.50</b>	<b>2</b>
<b>TOTAL</b>	<b>35</b>			

**NOTE:**

- The provincial administration Kwazulu-Natal is an equal opportunity, affirmative action employment. women and people with disability will be given due consideration.
- Applications must be submitted on the new Z83 form obtainable from any Public Service Department or the website [www.dpsa.gov.za/documents/forms/employ.pdf](http://www.dpsa.gov.za/documents/forms/employ.pdf) quoting the relevant reference number and indicate the ward number where the applicant reside and should be accompanied by a comprehensive curriculum vitae. Faxed applications will not be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified.
- Due to the large number of applications expected, only selected candidates will be contacted. Should you not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Library environment experience and computer skills will be an added advantage provided all the other criteria above are met.
- Forward your application quoting the reference number as indicated above to the relevant Districts; or hand deliver to the respective district as reflected below:

<b>DISTRICT/HEAD OFFICE</b>	<b>POSTAL ADDRESS</b>	<b>PHYSICAL ADDRESS</b>	<b>ENQUIRIES CONTACT DETAILS</b>
Pietermaritzburg: Library Services Head Office (Reference and Acquisition Section)	Private Bag X 9141, Pietermaritzburg, 3200	171 Boshoff Street, Pietermaritzburg, 3200	(Acquisition) Ms Samantha Joel 0793030937/ (Reference) Mrs NA Ndlovu 082 877 2847
Pietermaritzburg Admin Assistant	Private Bag X 9141, Pietermaritzburg, 3200	171 Boshoff Street, Pietermaritzburg, 3200	Ms L Frazen 033 264 3430
UMGUNGUNDLOVU Midlands Depot College Road	Private Bag X 9141, Pietermaritzburg, 3200	171 Boshoff Street, Pietermaritzburg, 3200	Ms Noxolo Zokwe (033) 8979400 0837301369
Umzinyathi (Dundee Depot)	Private Bag X 9141, Pietermaritzburg, 3200	8 King Edward St, Dundee,3000	Mrs B Sadaw 034 3122 459 078 3144 661
Ethekwini (Pinetown South Coast Depot)	Private Bag X 9141, Pietermaritzburg, 3200	7 Beviss Road, Pinetown, 9066	Ms Patiswa P Sidlova 031 701 3237
Ethekwini (Pinetown South Coast Depot)	Private Bag X 9141, Pietermaritzburg, 3200	7 Beviss Road, Pinetown, 9066	Ms Ntombizanele Mkhwanazi 031 701 1234
Umkhanyakude (Mbazwana Depot)	Private Bag X 9141, Pietermaritzburg, 3200	Olakeni area, Next to Education centre, Mbazwana ,3974	MS Zanele V Mdletshe 065 8436592
Umkhanyakude (Ndumo Library)	Private Bag X 9141, Pietermaritzburg,3200	Mthanti Area next to Ndumo Clinic	Ms Zanele V Mdletshe 065 8436592

King Cetshwayo Nkumgumathe Library	Private Bag X 9141, Pietermaritzburg,3200	Nkumgumathe Library	Ms B Sadaw 034 2122459
King Cetshwayo Qhudeni	Private Bag X 9141, Pietermaritzburg,3200	Qhudeni Library	Ms B Sadaw 034 2122459

**NB: THE CLOSING DATE FOR SUBMISSION OF APPLICATIONS IS 08 SEPTEMBER 2023**



**DR CT SIFUNDA  
ACTING HEAD OF DEPARTMENT**

24/08/2023

**DATE**