

Private Bag X9141, Pietermaritzburg

171 Boshoff Street, Pietermaritzburg

Tel: 033/341 3634 Fax: 033 242 1787

Human Resources Management & Development

Email Address: Mbhelen@kzndsac.gov.za

Enquiries: Ms NIS Mbhele

**EXPANDED PUBLIC WORKS PROGRAMME (EPWP) VACANCY CIRCULAR NO 05/2024**  
**Contract (12 Months)**  
**Salary stipend: R 8 544.50 per month**

**Post :** Library Assistants- Mbazwane Library x4 posts - REF.NO. EPWPDSAC01/2024  
Library Assistants- Nkungumathe Library x2 posts- REF.NO.EPWPDSAC02/2024

**Requirements:** Grade 12 certificate or equivalent certificate  
Must be presently unemployed  
Must reside within where the job opportunities are advertised.  
Must be physically fit.

**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:** 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]

**Forward your application quoting the reference number at Mbazwane Library and Nkungumathe Library**

**Post:** Cybercadet:Nkungumathe Library-REF NO. EPWPDSAC03/2024

**Requirements:** Grade 12 certificate or equivalent certificate plus Comp.  
Tia Accredited A+  
Must be presently unemployed. Must reside within where the job opportunities are advertised.

**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 is maintained. Ensure adherence to ICT policies and guidance. Provide support to the Librarian on the usage of ICT.

**Forward your application quoting the reference number at Nkungumathe Library**

**Post: Administration Assistant: Pietermaritzburg/ Head Office x11- REF NO. EPWPDSAC04/2024**  
**Administration Assistant: Gerald Bhengu x1post- CentorCow Museum: REF NO. EPWDPSAC05/2024**  
**Administration Assistant: Nkandla Museum x1post- REF NO. EPWDSAC06/2024**

**Requirements :**Grade 12 certificate or equivalent certificate. Must be presently unemployed. Must reside within where the job opportunities are advertised.

**Skills Required:** Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc). Basic knowledge of administration duties. Numerical and literacy skills.

**Key Responsibility** : Provide office services. Perform records management function. Coordinate, and process financial matters. Coordinate HR matters. Render reception functions.

**Applications can be forwarded to the nearest Office, Pietermaritzburg, Centorcow Museum and Nkandla Museum**

**Post : Cleaner: Music House Building- Durban x3 posts : REF NO.EPWPDSAC07/2024**  
Must be presently unemployed.  
Must reside within where the job opportunities are advertised.

**Requirement :** Grade 10 certificate/ABET certificate

**Skills Required:** Basic communication skills [written and verbal]. Knowledge of cleaning services. Numerical and literacy skills

**Key Responsibility :** General cleanliness of the building. Office maintenance. Garden Maintenance.

**Forward your application quoting the reference number at Music House building or Highway House building- Durban.**

**NOTE:**

- The provincial administration Kwazulu-Natal is an equal opportunity, affirmative action employment. women and people with disability will be given due consideration. The applicant must within the age group of 16 years and above.
- 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, administration 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 171 Boshoff Street or 83-93 King Cetshwayo Highway House as reflected below:

HEAD OFFICE	POSTAL ADDRESS	PHYSICAL ADDRESS	ENQUIRIES CONTACT DETAILS
171 Boshoff Street	Private Bag X 9140, Pietermaritzburg, 3200	171 Boshoff Street, Pietermaritzburg, 3200	Mrs N Xulu 033/341 3600
King Cetshwayo Highway, Highway House-83-93	Private Bag X24 Mayville 4058	King Cetshwayo Highway, Highway House, Mayville, 4058	Ms N Zungu 031/2421700

NB: THE CLOSING DATE FOR SUBMISSION OF APPLICATIONS IS .....

08/03/24

  
DR CT SIFUNDA  
ACTING HEAD OF DEPARTMENT

20/02/2024  
DATE