

Private Bag X9141, Pietermaritzburg

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Human Resources Management & Development

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**LIBRARY ASSISTANTS
EXPANDED PUBLIC WORKS PROGRAMME
MBAZWANA DEPOT X 4 POSTS**

**EPWP CIRCULAR NO 16/2024
Contract (12 Months)
Salary stipend: R 8 544.50 per month**

Please note that these are re- advertisement, applicants who previously applied may apply if still interested.

Post : Library Assistants

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

Must be presently unemployed

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:

Duties: 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.

ADVERTISEMENT FOR EPWP POSTS (12 MONTHS PERIOD)

NAME OF THE POST	DISTRICT	LOCAL MUNICIPALITY	MONTHLY STIPEND	NUMBER OF POSTS
LIBRARY ASSISTANT MBAZWANA DEPOT- REF.NO. EPWP DSAC20/2024	UMKHANYAKUDE	UMHLABAYALIN GANA	R 8 544.50	4
TOTAL	4			

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 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:

DISTRICT/HEAD OFFICE	POSTAL ADDRESS	PHYSICAL ADDRESS	ENQUIRIES CONTACT DETAILS
Umkhanyakude (Mbazwana Depot)	Private Bag X 9141, Pietermaritzburg, 3200	Olakeni area, Next to Education centre, Mbazwana ,3974	MS Zanele V Mdletshe 065 8436592

NB: THE CLOSING DATE FOR SUBMISSION OF APPLICATIONS IS 26 APRIL 2024.



DR CT SIFUNDA
HEAD OF DEPARTMENT

12/04/2024

DATE