



## UMHLALBUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973  
Tel: +27 35 592 0665 • +27 35 592 0680  
Fax: + 27 35 592 0672

### **PA/Executive Secretary to Municipal Manager**

Salary: Negotiable (All Inclusive)  
4 Year Contract

#### **Requirements:**

Minimum of 2 year experience as Personal Assistant in the Executive/ Senior Manager's Office \* Grade 12 Certificate \*Computer Literacy \*Qualification in Office Management/ Tertiary qualification will save as an added advantage

#### **Attributes:**

Interpersonal Skills, Communication Skills and Office Management Skills

The incumbent shall perform the duties of a Personal Assistant to the Mayor through amongst a variety, performing the following functions:

- Office Management and Administration \*Secretarial Support \*Executive Support

### **Assistant Librarian**

Salary: R12 556 .08

#### **Requirements:**

Tertiary qualification in Library Science \*Candidate can demonstrate that he/she acquired relevant skills \*Be fluent in isiZulu and English \*required to work on Saturdays \*Sound Knowledge of Public Library administrative procedures and services \*Good office administration, planning and organizational skills \*good communication skills (written and verbal) \*Computer Literacy (MS Word, Excel, PowerPoint, etc.) \*Valid code B driving license.

#### **Responsibilities**

General duties connected with day to day running of the library \*Create educational awareness through library display \*Attend public queries \*Assisting in selection and obtaining of library material \*Coordinate library promotion programmes \*Maintain and develop library collection \*Manage effective and efficient utilization of resources.

### **Library Assistant**

Salary: R10 547 .39

#### **Requirements:**

A Grade 12 Certificate \*Computer Literacy (MS Word, Excel, PowerPoint, etc.) \*At least 1 (one) year experience in Library environment.

#### **Key Performance Areas**

Perform circulation of library material duties \*Maintain and develop library collection. \*Assist with library administration duties \* Provide support during library promotion programs.

### **Cyber Cadet**

Salary: R15 209 .34

#### **Requirements**

Matric (NQF4), plus Comp TIA accredited\* A+ Certification or equivalent \*1 year IT or Library experience\* Experience within a local authority will be an added advantage\* Basic understanding of maintaining and trouble –shooting Library systems software, PC and printer hardware \*Excellent interpersonal skills \*Fluent in isiZulu & English \*Computer Literacy (Excel, Power Point, etc.)

#### **Key Performance Areas:**

Conduct ICT training for public library users and ensure that ICT hardware, software and network connectivity are maintained \*Ensure adherence to ICT policies and guidance \*Provide support to the Librarian on the usage of ICT \*Assisting individual Library users with basic computer skills (OPAC, Internet, e-books and other electronic media, etc.) \*Assisting

*small groups of Library users with basic computer skills\*Provider orientation to new Library users on ICT services\*Performing functions related to the receiving, updating and recording of information and activities associated with the functionality.*

*Application letter accompanied by a comprehensive CV and certified copies of all qualifications should be addressed to the Municipal Manager, **Umhlabuyalingana Local Municipality, Private Bag x 901, Kwa-Ngwanase, 3973.** (No faxes will be accepted). Applicants not contacted by the Municipality within three weeks after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. **Closing Date: 23 October 2018** Enquiries: **Miss. L. Sithole** or **Miss N.R Mathe @ (035) 592 0680** during office hours between **08h00-16h00***

*The Umhlabuyalingana Local Municipality's recruitment and selection process is in terms of the Municipality's Employment Equity Plan. Canvassing of any form for the position within the municipality will result immediate disqualification if validated.*

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*Mrs N.P. Gamede*  
*Municipal Manager*

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- MISSION : "Creating an enabling environment and sustainable development which promotes quality of life"
  - VISION : To be a people centered premier socio-economic development and Environmentally Friendly Service Delivery Municipality