

**RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 113 of 2023**

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well motivated, assertive and result driven candidates to appoint to the following posts:

COMMUNITY SERVICES DEPARTMENT

**CYBER CADET (TWEENI LIBRARY)
(TASK GRADE 9)**

Salary: R242 000 .00 (All Inclusive package)

Requirements: Grade 12 and CompTIA, Accredited A+Certificate • Provable, practical skills, knowledge and experience of computers, word processing, Internet and e-mail. • Basic understanding of maintaining and trouble – shooting Windows operating system software, PC and printer hardware • Excellent verbal and written communication skills • Excellent interpersonal skills • Qualification and work experience in a library environment will be an added advantage • Monitor and maintain computer, printer and connectivity hardware and software • Willingness to work according to set library hours, including Saturdays.

- A computer test will be conducted.

Key Performance Areas: Assist and train library users in basic computer skills (OPAC), online public catalogue, e-books and other electronic media, etc.) • Compile Computer Training Manual • Administer the usage of the computer services in the Library • Monitor PC, printer and connectivity hardware and software • Ensure policies for usage and security are adhered to by library users • Perform Tasks and activities associated with maintenance of network connectivity to ensure policy usage and security are adhered to by users.

**LIBRARY ASSISTANT (EZINQOLENI)
(TASK GRADE 7)**

Salary: R180 079 .32 to R233 752 .20 (Excluding all benefits)

Requirements: Grade 12 • Computer Literacy • Relevant experience • 6 – 12 months Strong interpersonal, communication and organizational skill • Ability to work independently.

Key Performance Areas: Reporting to the Librarian, the incumbent's responsibility will include: - Assisting the Librarian with operation functions of a library • Repairing of library material • Issues and returns of library material • Control of cash and charging of fines • Assist with preparation for book exchange • Provide Assistance to learners in obtaining information required for school projects • Attend to registration and renewal of Library membership • Assist with booking for the activities room and computers • Perform any other duties and responsibilities as and when directed by your supervisor.

LIBRARY ATTENDANT – 7 POSTS

**(PORT SHEPSTONE X3, UVONGO X1, HIBBERDENE X1, KWA-NZIMAKWE X1,
PORT EDWARD X1)
(TASK GRADE 3)**

Salary: R112 634 .04 to R132 960 .00 (Excluding all benefits)

Requirements: Grade 10 • Strong alphabetical and numerical skills • Ability to work independently • Relevant experience in repairing books and other library material will be an added advantage.

Key Performance Areas: The incumbent is to maintain the library activities room and surroundings in a neat and tidy condition • Prepare group activities room and meeting rooms before and after meetings • Assist the Library Assistant with day-to-day tasks which include: • Filing of library material, repairing of library material • • Perform any other duties and responsibilities as and when directed by your supervisor.

Ray Nkonyeni Municipality is guided by the principles of Employment Equity.

Closing date: 09 June 2023

Canvassing of Councillors will disqualify the applicant.

Submit **Application Form**, CV's with certified copies of qualification to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240.

NB: Applications must reach our office by no later than 16h00 on the closing date.

Enquiries : Manager Human Resources
Telephone : (039) 688 2023 /2075/ 2077

NB : If you don't hear from us within 21 working days of the closing date, regard your application as unsuccessful.