

EXTERNAL ADVERT



Mogale City Local Municipality is committed to equal employment opportunity as contemplated in the Employment Equity Act 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Mogale City Local Municipality is situated in the West Rand, Gauteng.

Mogale City Local Municipality
P O Box 94
KRUGERSDORP
1740

DATE: 10/9/24 10:44 AM

COMMUNITY DEVELOPMENT SERVICES

DIVISION: SPORTS, ARTS, CULTURE AND RECREATION
SUB-DIVISION: LIBRARY AND INFORMATION SERVICES
PERIOD: 12 MONTHS (NON-RENEWABLE)
POST: AUXILLIARY LIBRARY ASSISTANT X10
DUTY STATION: KAGISO, KRUGERSDORP, MAGALIESBURG AND DESMOND TUTU LIBRARY
STIPEND: R3 000.00 PER MONTH

The applicant must have the following requirements: Grade 12 or National Senior Certificate/ NQF Level 4 & Computer Literacy.

The applicant must have the following attributes: Incumbent must be prepared to work on weekends, or after normal hours. Problem Solving. Planning and organising. Discipline, Specific Skills. People Management. Task Management. Workplace Safety. Learning Orientation. Quality Orientation. Maintaining professional image.

Key performance areas: Perform all counter duties, cash records administration, library stock, library statistics, access to computer, library collection, Circulation Desk & inter-library administration.

An application letter stating the post you are applying for with attached **1.** detailed Curriculum Vitae, **2.** certified copies of ID, **3.** an original stamped letter from the Ward Councillor confirming that the applicant is a resident of the local area and **4.** all the relevant qualification certificates should be submitted. Documents should be certified from original documents, and certification should not be older than 3 months. Applications should be hand-delivered at Mogale City Local Municipality, Human Capital Management, Corner Market & Commissioner street, Krugersdorp, 1740.

Late applications will NOT be accepted. If you do not hear from us within 90 days of the closing date, please consider your application unsuccessful.

Please note: preference will be given to residents of Kagiso, Krugersdorp, Magaliesburg & Desmond Tutu and surrounding areas, with unemployed and young people (ages 18 – 35 years) having an added advantage

CLOSING DATE: 18-10-24

Enquires can be directed to: All enquiries can be directed on the following contact number: 011 951 2019/ 011 951 2585/011 951 2501/011 951 2592

MS L. FAKAZI
MANAGER: HUMAN CAPITAL MANAGEMENT

09-10-24

MR M. DUBE
EXECUTIVE-MANAGER: CSS

10/10/2024