



UMDONI MUNICIPALITY

THE J.E.W.E.L OF THE SOUTH COAST

MUNICIPAL NOTICE – MN208/2026

LIBRARIAN X3

EXTERNAL ADVERTISEMENT

Applications are invited from suitably qualified, experienced person for the above-mentioned position.

Requirements: The applicant must have a valid Grade 12 • National Diploma (NQF Level 6)/ Degree/B-Tech in Library and Information Studies (NQF Level 7) • Individual will be required to work weekends. • 2 years relevant experience in public library. • Driver's license. **Skills:** Strong verbal and written skills, strong alphabetical and numerical skills, interpersonal, communication and organisational skills • Supervisory, Ability to administer library operations and management of staff • Computer literacy. **Knowledge:** SLIMS system.

Duties: Ability to administer Library operations and management of staff. • Maintain good public relations with the community. • Attend meetings where and when necessary. • Librarian to manage staff and develop and direct information programs and systems for the public and ensure that information is organized in a manner that meets users' needs. • Administer libraries and perform related library services. • Compile statistics of the library. • Assist in organising and/or be involved in awareness programmes (Advocacy and Marketing). • Assist in the formation of library structures. Responsible for orientation and children's programmes. • Assist in the management of library asset register, mini-library asset register. • Receive and check library materials received from the district, head office and any donations. • Perform all circulation duties and other programmes in the library.

Salary: The incumbent will be remunerated at **R425 346.36** per annum for permanent subject to Job Evaluation, plus standard municipal benefits.

Applicants must forward a complete prescribed application form, a comprehensive Curriculum Vitae and certified copies of qualification together with a covering letter in an envelope marked "Private and Confidential" to The Human Resources Office, PO Box 19 Scottburgh 4180 by no later than **31 July 2026**. Alternatively, applicants may be hand delivered to the Scottburgh Municipal Offices, **No Faxed or Emailed Applications will be accepted**. Applicants who have not been contacted within 3 months from the closing date should consider their application to have been unsuccessful.

Application form can be obtained on Umdoni Municipality website and HR Office.

UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.

Council reserves the right not to make an appointment.
Communication will be with short listed candidates only.

Municipal Offices
Cnr Bram Fischer & Williamson Street
PO Box 19
Scottburgh
4180
Tel: (039) 976 1202

MR. DD NAIDOO
MUNICIPAL MANAGER-ACTING