



# UMDONI MUNICIPALITY

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

MUNICIPAL NOTICE – MN207/2026

LIBRARY ASSISTANT X1

EXTERNAL ADVERTISEMENT

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

**Requirements:** The applicant must have a valid Grade 12 and preferably National Diploma in LIS will be an added advantage • 1 year's relevant experience in library environment will added an advantage. **Skills:** Communication skills • Computer literacy in MS office packages • Ability to work under pressure and to work on Saturdays. • Customer Service **Knowledge:** IsiZulu and English, SLIMS system.

**Duties:** Provides courteous assistance to all library users, helping them to navigate services and ensuring a welcoming environment. Conducting the library outreach programmes • Issuing of new membership cards • Attending to library issues • Updating information on the computer database of use details • Attending to special requests for specific library material • Photocopying documents, reference material and information extracts from books for users/patrons • Collecting & receipting payments, counting and reconciling totals • shelving and shelve read books, counting stock of library material • Checking the condition of security mechanism (tattle tape) • attending to replacement / repairing of books • setting up book and monthly displays.

**Salary:** The incumbent will be remunerated at **R244 264.32** 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