

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 the disabled person. Mogale City Local Municipality is situated in the West Rand, Gauteng.

Mogale City Local Municipality  
P O Box 94  
KRUGERSDORP  
1740

**COMMUNITY DEVELOPMENT SERVICES**

**DIVISION: SPORTS, ARTS, CULTURE AND RECREATION**  
**SUB-DIVISION: LIBRARY SERVICES**  
**PERIOD: 6 MONTHS (NON- RENEWABLE)**  
**POST: LIBRARY ASSISTANT (EPWP CONTRACT) x1**  
**DUTY STATION: ETHEMBALETHU MODULAR**  
**SALARY BAND: R3 000.00 PER MONTH**

The applicant must have the following requirements: Grade 12 or National Senior Certificate/ NQF Level 4 and 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, community outreach programmes, inter-library administration.

**DIVISION: SPORTS, ARTS, CULTURE AND RECREATION**  
**SUB-DIVISION: LIBRARY SERVICES**  
**PERIOD: 6 MONTHS (NON-RENEWABLE)**  
**POST: GENERAL WORKER (EPWP CONTRACT) x1**  
**DUTY STATION: ETHEMBALETHU MODULAR**  
**SALARY BAND: R 3 000.00 PER MONTH**

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

The applicant must have the following attributes: Incumbent must be prepared to work on weekends. Hygiene conscious, ability to follow instructions, good level of initiative, self-discipline, ability to work under pressure, ability to work independently, honesty and integrity.

Key performance areas: Cleaning of the office, kitchen, guardroom, and sanitizing restrooms. Maintenance of the garden. Waste disposal. Reporting any broken equipment and other tools of trade.

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.

A handwritten signature in black ink, appearing to be "A. J. ...".

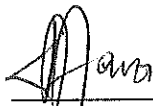
Documents should be certified from original documents, and certification should not be older than 3 months. Applications should be hand- delivered at *Ethembaletu Modular Library*.

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 Ethembaletu and surrounding areas, with unemployed and young people (ages 18 – 35 years) having an added advantage

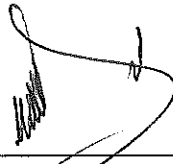
**Closing date 5 June 2024**

All enquiries can be directed on the following contact numbers: 011 951 2019/ 011 951 2885/011 951 2501/ 011 951 2592



MS L. FAKAZI  
MANAGER: HUMAN CAPITAL MANAGEMENT

DATE: 27/05/2024



MR M. DUBE  
EXECUTIVE MANAGER: CSS

DATE: 27/05/2024