

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

*Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1<sup>st</sup> Floor, Warden Building, Henry Street Bloemfontein
- FOR ATTENTION** : Ms Lerato Twala
- CLOSING DATE** : 30 June 2017
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful

**OTHER POST**

**POST 24/120**

**LIBRARIAN 31 POSTS**

- SALARY CENTRE** : Post Level 7 (Starting salary notch R226 611 per annum, plus benefits)
- : Luckhoff Public Library Ref No: LIB 3207) 1x Post
- Tromsburg Public Library Ref No: LIB 3208) 1x Post
- Jagersfontein Public Library Ref No: LIB 3217) 1x Post
- Smithfield Public Library Ref No: LIB 3219) 1x Post
- Ladybrand Public Library Ref No: LIB 3312) 1x Post
- Hobhouse Public Library Ref No: LIB 3316) 1x Post
- Morojaneng Public Library Ref No: LIB 3320) 1x Post
- Wepener Public Library Ref No: LIB 3321) 1x Post
- Sechaba Mabobeville Public Library Ref No: LIB 3325) 1x Post
- Clarens Public Library Ref No: LIB 3405) 1x Post
- Hlohlolwane Public Library Ref No: LIB 3416) 1x Post
- Reitz Public Library Ref No: LIB 3419) 1x Post
- Leretswana Public Library Ref No: LIB 3423) 1x Post
- Thembalihle Public Library Ref No: LIB 3434) 1x Post
- Memel Public Library Ref No: LIB 3437) 1x Post
- Dyatalawa Public Library Ref No: LIB 3439) 1x Post
- Kutlwanong Public Library Ref No: LIB 3511) 1x Post
- Henneman Public Library Ref No: LIB 3512) 1x Post
- Makeleketla Public Library Ref No: LIB 3523) 1x Post
- Verkeerdevlei Public Library Ref No: LIB 3524) 1x Post
- Soutpan Public Library Ref No: LIB 3525) 1x Post
- Tswelopele Public Library Ref No: LIB 3603) 1x Post
- Sedibeng Public Library Ref No: LIB 3604) 1x Post
- Viljoenskroon Public Library Ref No: LIB 3607) 1x Post
- Koppies Public Library Ref No: LIB 3613) 1x Post
- Refengkgotso Public Library Ref No: LIB 3621) 1x Post
- Frankfort Public Library Ref No: LIB 3623) 1x Post
- Namahadi Public Library Ref No: LIB 3624) 1x Post
- Villiers Public Library Ref No: LIB 3625) 1x Post
- Deneysville Public Library Ref No: LIB 3634) 1x Post
- Orangeville Public Library Ref No: LIB 3636) 1x Post

- REQUIREMENTS** : National Diploma or Degree in Library and Information Science and computer literacy (proof of certificates). Willingness to work flexi-hours and on Saturdays. Good interpersonal skills with the ability to communicate on all levels.
- DUTIES** : Select library material e.g. Identify the appropriate library resource needs, allocate books to relevant clients, identify and record library resources that are due for discarding. Render reference and information services e.g. Monitor the circulation of library resources, handle interlibrary loans, attend to reference queries. Market and promote library services e.g. Inform users of special library collection, display the library material during library/departmental events, compile bibliographies. Facilitate the provision of library and information management systems e.g. Co-ordinate the integration of all library systems, co-ordinate the implementation of the information system, builds capacity for usage of information system. Perform administrative and supervisory services e.g. Supervise human resources, monitor the collection of cash, monitor the utilisation of library equipment.
- ENQUIRIES** : Ms Lerato Twala Tel no: (051) 410 3682