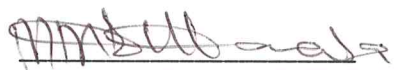


Enq: Mokwele M.N
Ref: S4/1/1
Date: 30 July 2014
To: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

CIRCULAR NO: 05 OF 2014 (HRM)

**DEPARTMENT OF SPORT, ARTS AND CULTURE: CIRCULAR NO. 05 OF 2014 ADVERTISEMENT FOR
COMMUNITY LIBRARY SERVICES GRANT POSTS UNDER LIBRARY DEVELOPMENT AND INFORMATION
COLLECTION SERVICES**

1. Applications are hereby invited for filling of Library Development and Information Collection Services - Community Library Services Grant posts as outlined on the attached **annexure A**.
2. Applications must be submitted on form Z83 obtainable from any Public Service Department / Institution or can be downloaded from www.dpsa.gov.za. The completed and signed applications forms should be accompanied a detailed CV, as well as certified copies of all qualifications, ID document and Driver's license (where applicable). A specific reference number for the post applied for must be quoted in the space provided in the form.
3. Note: Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation from the South African Qualifications Authority (SAQA).
4. All applications should be submitted to The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549, POLOKWANE, 0700 or submitted by hand at 21 Biccadd Street, POLOKWANE. Enquiries: Ms. Mokwele MN @ 015 284 4310 and Mr. Musia N @ 015 284 4143. Faxed or emailed applications will not be considered.
5. The successful candidates will be appointed on a three year fixed term contract.
6. The contents of this circular must be brought to the attention of all employees in the Limpopo Provincial Administration.
7. All short-listed applicants will be subjected to security clearance, verification of qualifications and must provide their original certificates of the qualification and identity document on the day of the interviews for verification purposes.
8. Applicant (s) recommended for appointment will be subjected to personnel suitability check for security reasons.
9. The closing date is 03 October 2014 at 16h00. Applications received after closing date will not be accepted.
10. If you do not receive any response from us within three (3) months after the closing date, regard your application as unsuccessful.
11. The Department of Sport, Arts and Culture is an equal opportunity and affirmative action employer. Women and people with disabilities are encouraged to apply.


ACTING HEAD OF DEPARTMENT

11/09/2014
DATE

ANNEXURE A

POST NO.: SAC 2014/01: DEPUTY MANAGER- MONITORING AND EVALUATION
(3 Year contract)
LEVEL : 09
SALARY NOTCH : R 270,804.00 plus 37% lieu benefit of benefits
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

Degree/ National Diploma or equivalent qualification in Monitoring and Evaluation. At least 3-5 years experience in the similar environment. Experience and Knowledge of monitoring and evaluation. A valid driver's licence is essential. Understanding of the Library and information programmes will be an added advantage.

KEY PERFORMANCE ARREARS:

Develop and implement a monitoring and evaluation framework for the Library Conditional Grant programmes. Manage and coordinate all conditional grant monitoring and evaluation reporting processes according to the provincial and National objectives. Prepare M&E reports for the conditional grant and external stakeholders. Provide input to the strategic and business plans. Monitor the performance of the Branch in line with the AAP in the Library Conditional Grant.

POST NO.: SAC 2014/02 : STATE ACCOUNTANT - FINANCE, ADMINISTRATION AND
PLANNING X2
(3 Year contract)
LEVEL : 07
SALARY NOTCH : R183, 438.00 plus 37% lieu of benefits
CENTRE : HEAD OFFICE- POLOKWANE

REQUIREMENTS:

Degree/ National Diploma in Financial Management or Accounting. Atleast 1-2 years experience in the similar environment. Experience and Knowledge of finance, administration and planning. Planning, organising, budgeting communication (verbal and written) project management interpersonal and computer literacy skills. Knowledge of Division of Revenue Act, PFMA, Treasury regulations, Public service Regulations, HR management Practices, budgeting and planning processes, knowledge of the FINEST and BAS system. A valid driver's licence is essential.

KEY PERFORMANCE ARREARS:

Develop a framework on the implementing of DORA finances for Library conditional grant programmes. Manage and monitor finances, budget as well as expenditure and payment of DORA grant programmes. Ensure that the expenditure is in line with the National and Provincial guidelines. Ensure that the Business plans are aligned to the grant's framework. Coordinate and manage the procurement processes of the conditional grant processes. Prepare monthly and quarterly reports on the grant's expenditure. Ensure that service providers are paid timorously.

POST NO.: SAC 2014/03 : LIBRARIAN X 11 (3 Year contract)
LEVEL : 06
SALARY NOTCH : R 148, 548.00 plus 37% in lieu of benefit
**CENTRE : Waterberg district, Vhembe district, Capricorn District,
Mopani District, Letsitele, Phalaborwa, Bela-Bela, Muyexe,
Roetan, Molemole, Vaalwater.**

REQUIREMENTS:

Degree/ National Diploma in Library and Information Studies/Science from a recognised institution of higher education. Computer Literate in MS Office Suite. Fully conversant with prescripts, legislations, procedures and processes of librarianship.

KEY PERFORMANCE ARREARS:

Render professional library and information service to the community. Perform administrative and supervisory services. Assist in maintenance of library buildings, equipment and library materials. Library Orientation and education of library users regarding library usage and retrieval of information. Liaise with community stakeholders on library and information related matters. Stock taking of library materials, collection development, cataloguing and classification of library materials. Render reference and information services. Market and promote library services to the community.

SKILLS:

Customer care. Creative thinking. Supervisory skills, conflict management skills. Problem solving skills. communication skills (verbal & writing). Ability to work under pressure.

POST NO.: SAC 2014/04 : AQUISITION LIBRARIAN (3Year contract)
[Re-advertisement]
LEVEL : 06
SALARY NOTCH : R 148, 548.00 plus 37% in lieu of benefit
CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

Degree/ National Diploma in Library and Information Studies/Science from a recognised institution of higher education. Computer Literate in MS Office Suite. Fully conversant with prescripts, legislations, procedures and processes of librarianship. Valid Driver's licence is essential.

KEY PERFORMANCE ARREARS:

Management of library materials in central processing unit. Cataloguing, classification and indexing according to international library standards. Printing of catalogue cards for library materials to distribute to libraries. Distribution and allocation of processed library materials to libraries. Assist with acquisition of library materials under library management system.

COMPETENCIES:

Customer Care, Creative thinking, Supervisory skills, Conflict management, Problem solving, Communication skills, Ability to work under pressure.

POST NO.: SAC 2014/05 : LIBRARIAN X 6 (3 Year contract) [re- advertisement]
LEVEL : 06
SALARY NOTCH : R 148, 548.00 plus 37% in lieu of benefit
CENTRE : Lebowakgomo, Sekhukhune district, Metz, Giyani district, Ga-Kgapane, Alldays.

REQUIREMENTS:

Degree/ National Diploma in Library and Information Studies/Science from a recognised institution of higher education. Computer Literate in MS Office Suite. Fully conversant with prescripts, legislations, procedures and processes of librarianship.

KEY PERFORMANCE ARREARS:

Render professional library and information service to community. Perform administrative and supervisory services. Assist in maintenance of library buildings, equipment and library materials. Library Orientation and education of library users regarding library usage and retrieval of information. Liaise with community stakeholders on library and information related matters. Stock taking of library materials, collection development, cataloguing and classification of library materials. Render reference and information services. Market and promote library services to the community.

SKILLS:

Customer care, Creative thinking, Supervisory skills, conflict management skills, Problem solving skills, communication skills (verbal& writing). Ability to work under pressure.

POST NO.: SAC 2014/06 : LIBRARY ASSISTANT X3 (3 Year contract)
LEVEL : 03
SALARY NOTCH : R 87,330.00 Plus 37% in lieu of benefit
CENTRE : Vhembe district, Mopani district, Westernburg library,

REQUIREMENTS:

Senior Certificate or equivalent qualification from a recognised institution of basic education. Computer literate in MS- Office suite and Internet, knowledge of library and information matters will be an added advantage.

KEY PERFORMANCE ARREARS:

Handle the library materials exchange process. Handle administrative support services. Shelving and shelf reading of library materials. Assisting with stock taking of library materials. Assist in executing library programmes. Handle processing of library materials to be shelve ready.

COMPETENCIES:

Organising skills. Analytical thinking. Customer care. Creative thinking. Problem solving, Communication skills (Verbal and writing). Ability to work under pressure and report writing.

POST NO.: SAC 2014/07 : LIBRARY ASSISTANT X 2 (3 Year contract) [re-advertisement]
LEVEL : 03
SALARY NOTCH : R 87,330.00 Plus 37% in lieu of benefit
CENTRE : Leboneng, Phalaborwa.

REQUIREMENTS:

Senior Certificate or equivalent qualification from a recognised institution of basic education.
Computer literate in MS- Office suite and Internet, knowledge of library and information matters will be an added advantage.

KEY PERFORMANCE ARREARS:

Handle the library materials exchange process. Handle administrative support services.
Shelving and shelve reading of library materials. Assisting with stock taking of library materials.
Assist in executing library programmes. Handle processing of library materials to be shelve ready.

COMPETENCIES:

Organising skills, Analytical thinking, customer care, Creative thinking, Problem solving,
Communication skills (Verbal and writing), Ability to work under pressure and report writing.