



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan.

The City retains the right not to make an appointment and to verify all information provided by candidates. A process of progressive elimination will also be embarked upon in instances where a considerable number of applicants meet the minimum requirements for a position.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, they may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions as indicated in this job forum on a fixed-term contract basis.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *Documents* and then on *Job Forums* or alternatively clicking on *Notice board* or on *Quick Links*.

PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (not to be confused with e-Tshwane) (e-Recruitment is also located under both the *E-services* and the *Careers* links)

Closing date: 4 March 2025
(Online applications will close at midnight.)

General enquiries: LJ Moleli (012 358 4346)
Recruitment Centre
Upper Ground Level, Middestad Building
252 Thabo Sehume Street
Pretoria CBD

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to erecruithelp@tshwane.gov.za.
Do not submit your application here – it will not be accepted.

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Pretoria North Library (1 post); Bronkhorstspuit Library (1 post)

Rooihuiskraal Library (1 post); New Atteridgeville Library (2 posts); Es'kia Mphahlele Library (1 post) and Ga-Rankuwa Library (1 post)

Reference number	CSDS052-2025				
Position	LIBRARY ASSISTANT (7 POSTS) (THREE-YEAR FIXED-TERM CONTRACT)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T7				
Scale	R239 052,00 – R332 016,00 per annum				
Estimated remuneration package	R336 203,00 – R454 528,00 per annum				
Job purpose	To assist with the rendering of library information services that include information resources retrieval, circulation, acquisition, collection development and programme implementation				
Appointment requirements	Grade 12 Relevant experience, preferably in a library environment Proficiency in SirsiDynix Symphony or any library management system will be an added advantage Computer literacy				
Personal attributes and/or competencies	Integrity; intelligence; patience; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic				
Primary functions	Assist with the administration of the branch Assist with information retrieval Render an information service by providing a circulation or lending service, weeding and developing the collection Assist in the creation of a reading culture by implementing reading programmes Assist in educational support				
SAP	To be determined				
New/natural attrition	Contract positions				
Enquiries	Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)				

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Mobile Library (2 posts)

Reference number	CSDS053-2025										
Position	LIBRARY ASSISTANT (2 POSTS) (THREE-YEAR FIXED-TERM CONTRACT)										
To be advertised	<table border="1"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">External</td> </tr> </table>	Internal		External							
Internal		External									
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T7										
Scale	R239 052,00 – R332 016,00 per annum										
Estimated remuneration package	R336 203,00 – R454 528,00 per annum										
Job purpose	To assist with the rendering of library information services that include information resources retrieval, circulation, acquisition, collection development and programme implementation										
Appointment requirements	Grade 12 Relevant experience, preferably in a library environment A valid Code C1/EC1 driving licence Proficiency in SirsiDynix Symphony or any library management system will be an added advantage Computer literacy										
Personal attributes and/or competencies	Integrity; intelligence; patience; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic										
Primary functions	Assist with administration Assist with information retrieval Render an information service by providing a circulation or lending service, weeding and developing the collection Assist in the creation of a reading culture by implementing reading programmes Assist in educational support										
SAP	To be determined										
New/natural attrition	Contract positions										
Enquiries	Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)										

Manage the training of subordinates continually to deliver a quality service according to organisational policies and self-development
Manage the creation and maintaining of a reading culture and support to education
Promote reader awareness and support user needs
Manage the building and maintain the library collection

SAP To be provided

New/natural attrition Contract positions

Enquiries Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services: Acquisitions and Cataloguing

Location: Es'kia Mphahlele Library

Reference number	CSDS055-2025										
Position	LIBRARIAN (CATALOGUING) (2 POSTS) (THREE-YEAR FIXED-TERM CONTRACT)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T11										
Scale	R376 152,00 – R522 420,00 per annum										
Estimated remuneration package	R510 705,00 – R696 877,00 per annum										
Job purpose	To compile and maintain the online library catalogue for the City of Tshwane community library and information service										
Appointment requirements	<p>An appropriate three-year career-related tertiary degree or national diploma in Library and Information Services</p> <p>At least two years' relevant working experience in a library with extensive experience in cataloguing, information search and retrieval</p> <p>Supervisory experience will be an added advantage</p> <p>Computer literacy with the ability to work on Excel</p> <p>Willingness and ability to work shifts</p>										
Personal attributes and/or competencies	Leadership skills; project management skills; ability to work under pressure; analytical skills; organisational skills; ability to use online cataloguing tools										
Primary functions	<p>Assist with executing policy and systems</p> <p>Perform original descriptive and subject cataloguing for various library materials in a variety of languages and subject fields</p> <p>Perform copy cataloguing in several categories from the OCLC computerised network</p> <p>Provide quality control and upgrade bibliographic data according to international standards</p> <p>Provide quality control and upgrade authority files according to international standards</p>										
SAP	To be provided										
New/natural attrition	Contract positions										
Enquiries	Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)										

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Es'kia Mphahlele Library

Reference number	CSDS056-2025										
Position	LIBRARIAN (BOOK ACQUISITION) (THREE-YEAR FIXED-TERM CONTRACT)										
To be advertised	<table border="1"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">External</td> </tr> </table>	Internal		External							
Internal		External									
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T11										
Scale	R376 152,00 – R522 420,00 per annum										
Estimated remuneration package	R510 705,00 – R696 877,00 per annum										
Job purpose	To acquire library information resources										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Library and Information Science</p> <p>At least two years' relevant library experience</p> <p>Supervisory experience will be an added advantage</p> <p>Computer literacy and proficiency in the SirsiDynix Symphony library system or any library system</p>										
Personal attributes and/or competencies	Negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills										
Primary functions	<p>Assist with executing policy and systems in operational support</p> <p>Assist with executing all other City of Tshwane policies and procedures</p> <p>Handle relevant administrative tasks for the subsections</p> <p>Create requisitions for library material on the SAP system</p> <p>Create orders on the Symphony system</p> <p>Facilitate the payment of invoices on the SAP system</p> <p>Receive orders on the Symphony system</p> <p>Allocate budget for book acquisition, binding services, newspapers and magazines</p> <p>Supervise book selection by overseeing the selection and review of new library material</p> <p>Prepare for selection meetings, keep up to date with new publications and liaise with service points and suppliers</p>										
SAP	To be provided										

New/natural attrition Contract positions

Enquiries Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Es'kia Mphahlele Library

Reference number CSDS057-2025

Position **LIBRARIAN (MOBILE LIBRARY OPERATIONS) (THREE-YEAR FIXED-TERM CONTRACT)**

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indian male White female White male Person with disability All categories

Job level T11

Scale R376 152,00 – R522 420,00 per annum

Estimated remuneration package R510 705,00 – R696 877,00 per annum

Job purpose To manage a mobile library and information service by rendering an information service, supporting education and creating and maintaining a reading culture to enhance the quality of life of the people of Tshwane

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Library and Information Science
At least two years' relevant library experience
Supervisory experience will be an added advantage
A valid Code C1/EC1 driving licence
Computer literacy and proficiency in the SirsiDynix Symphony library system or any library operating system

Personal attributes and/or competencies Professional and technical proficiency; leadership skills; good communication skills; direction-setting skills; client orientation and customer service ability; project management skills; ability to work under pressure; analytical skills; organisational skills

Primary functions Execute policy and systems
Render technical support and budget administration
Manage and supervise the mobile library service and staff
Execute existing and new services
Present programmes and events
Initiate community involvement
Ensure the regular maintenance of the mobile library fleet

SAP To be provided

New/natural attrition Contract positions

Enquiries Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Es'kia Mphahlele Library

Reference number	CSDS058-2025										
Position	BOOK PROCESSOR (THREE-YEAR FIXED-TERM CONTRACT)										
To be advertised	<table border="1"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">External</td> </tr> </table>	Internal		External							
Internal		External									
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T5										
Scale	R190 562,00 – R264 684,00 per annum										
Estimated remuneration package	R274 497,00 – R368 827,00 per annum										
Job purpose	To do the physical preparation of all library material in the community library and information service in support of education and to create and maintain a reading culture										
Appointment requirements	Grade 10 or equivalent qualification Relevant experience, preferably in a library environment Computer literacy										
Personal attributes and/or competencies	Communication skills; organisational skills; analytical skills; physically fit; excellent eyesight; high hand-eye coordination; integrity										
Primary functions	Physically prepare all library material in the community library and information service in support of education Create and maintain a reading culture										
SAP	To be provided										
New/natural attrition	Contract positions										
Enquiries	Lebogang Joe (012 358 4653) or B Buthelezi (012 358 8885)										

oo000oo