



**REQUEST FOR EXPRESSION OF INTEREST FROM STUDENTS
IN A LIBRARY AND INFORMATION STUDIES/SCIENCES FIELD
TO BE EMPLOYED AS EXPERIENTIAL TRAINING STUDENTS
FOR A SIX-MONTH PERIOD IN A CITY OF TSHWANE LIBRARY:
1 MARCH 2024 TO 31 AUGUST 2024 (13 POSTS AVAILABLE)**

**DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES
DIVISION: ARTS, CULTURE AND LIBRARY SERVICES
SECTION: LIBRARY, HERITAGE AND INFORMATION SERVICES**

POSITION: EXPERIENTIAL TRAINING STUDENT (13 POSTS)

Location of placements:

- **Region 1:** Mabopane Library, Stand 265, Block X – 1 post
- **Region 2:** Hammanskraal Library, 532 Lovelane Street, Mandela Square – 1 post
- **Region 3:** New Atteridgeville Library, Erf 9151, 344 Third Street – 1 post
- **Region 3:** Es'kia Mphahlele Library, Sammy Marks Square – 6 posts
- **Region 4:** Valhalla Library, Shop 27, Valhof Centre, Hekla Road – 1 post
- **Region 5:** Cullinan Library, 730 Essenhout Road – 1 post
- **Region 6:** Eersterust Library, Eersterust Civic Centre, Hans Coverdale Road West – 1 post
- **Region 7:** Zithobeni Library, 623 Kabini Street – 1 post

QUALIFYING CRITERIA

- Must have completed an appropriate three-year tertiary career-related degree or national diploma in Library and Information Studies/Sciences
- Must be a resident of the Tshwane area (proof of residence will be required)
- Must be between the ages of 22 and 30 years

Note: Qualifications will be vetted and screening will be done prior to offer of employment.

PRIMARY FUNCTIONS

The student will be responsible to conceptualise, plan and implement library programmes and general library services for the City of Tshwane community library and information service, which will include the following:

- Cataloguing library materials: Primary emphasis will be on cataloguing new resources that include books and other formats such as sound recordings and video recordings. Basic instruction and guidance will be provided by the site supervisor and will include copy and original cataloguing.
- Learning from library staff members in a variety of technical service roles, such as selection, acquisitions and management.
- Assisting with and learning how library programmes are planned and implemented.
- Assisting with the presentation of weekly reading programmes, homework clubs and toy library programmes, for example chess practice, visits to local schools, early childhood development centres and stakeholders to present reading programmes.

- Assisting with reporting on implemented programmes on a weekly and monthly basis to the unit.
- Assisting with managing the storeroom and distributing promotional materials and equipment to the regions.
- Attending plenary meetings for reading development programmes and projects.
- Observing operations in several public library service settings as part of the overall experience.

REMUNERATION

R6 375,76 per month

The students will be contracted for the six-month period through a formal City of Tshwane contract.

Individuals who meet the qualifying criteria need to deliver applications (CV) with copies of their identity documents, qualifications and proof of residence to any of the above-mentioned libraries as indicated above.

ENQUIRIES: E Nkgadima (012 358 8924); L Joe (012 358 4653); E Ramohlokoana (012 358 8827)

CLOSING DATE: FRIDAY, 9 FEBRUARY 2024 AT 12:00

