



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							
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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)										

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 (1 post); Erasmia Library (1 post);
New Olievenhoutbosch Library (1 post); Stinkwater Library (1 post) and
Sokhulumi Library (1 post)**

Reference number	CSDS054-2025				
Position	LIBRARIAN (5 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	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 community 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 Computer literacy and proficiency in the SirsiDynix Symphony library system or any library 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	Compile and maintain a special collection regardless of the physical format Render an information service to the residents of Tshwane as well as national and international research clients Supervise all functions performed at the library Conduct information interviews and answer information requests Evaluate provided information Conduct the administration of the branch Conduct outreach activities				

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> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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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	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 acquire library information resources
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 Computer literacy and proficiency in the SirsiDynix Symphony library system or any library system
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	Assist with executing policy and systems in operational support Assist with executing all other City of Tshwane policies and procedures Handle relevant administrative tasks for the subsections Create requisitions for library material on the SAP system Create orders on the Symphony system Facilitate the payment of invoices on the SAP system Receive orders on the Symphony system Allocate budget for book acquisition, binding services, newspapers and magazines Supervise book selection by overseeing the selection and review of new library material Prepare for selection meetings, keep up to date with new publications and liaise with service points and suppliers
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	<table border="1"> <tr> <th colspan="2">Internal</th> <th colspan="3">External</th> </tr> <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>	Internal		External			African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
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This position seeks to attract																
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	<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>A valid Code C1/EC1 driving licence</p> <p>Computer literacy and proficiency in the SirsiDynix Symphony library system or any library operating system</p>															
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	<p>Execute policy and systems</p> <p>Render technical support and budget administration</p> <p>Manage and supervise the mobile library service and staff</p> <p>Execute existing and new services</p> <p>Present programmes and events</p> <p>Initiate community involvement</p> <p>Ensure the regular maintenance of the mobile library fleet</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	CSDS058-2025															
Position	BOOK PROCESSOR (THREE-YEAR FIXED-TERM CONTRACT)															
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <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>	Internal	External				African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
Internal	External															
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)															

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