

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



DIRECTORATE
Community Services

DEPARTMENT
Library Services

REFERENCE NUMBER
WC0320256

SALARY
Basic: R316 224 p.a.

CLOSING DATE
16 September 2026

EMPLOYMENT TYPE
3-year fixed term contract

PLACE OF WORK
Hermanus

Librarian

Requirements:

- B.Bibl / B.LIS / B. Tech: LIS / B.INF (Hons) or PG Dip LIS or equivalent 4-year post matric qualification.
- Computer Literacy
- Registered member of LIASA.
- Valid Driver's license.
- 3-5 years relevant experience
- Communication skills in at least two of the three official languages of the Western Cape

Key Performance Areas:

- Supervision of staff and performance and coordinating operations.
- Customer focused service delivery.
- Management of Electronic Library Systems.
- Collection, development, acquisition, organization and access to information.
- Administration – Western Cape Library Services (WCLS) & Overstrand Municipality Administration.
- Stocktaking.
- Supervision, control and record keeping of monies.
- Coordinate the promotion of Overstrand Library Services.
- Assist with the Rural Library Connectivity Project (RLCP) section.
- Health and Safety Compliance.
- Promotion of electronic records.

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

Core Professional Competencies:

- People Management
- Conceptual Thinking
- Organizational Awareness
- Attention to detail
- Professional / Technical Proficiency

Personal Competencies: - Accountability and Ethical Conduct - Resilience - Management of Learning (Learning orientation)	Management/Leadership Competencies: - Direction Setting - Coaching and Mentoring - Impact and Influence (Advocacy Skills)
Public Services Orientation Competencies: - Interpersonal Relationship - Communication - Service Delivery Orientation - Client Orientation and Customer Focus	

Special conditions:

- The duties listed in this job description are not exhausted, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
- Required to work on Saturdays and shifts in compliance with the Basic Conditions of Employment Act.

How to Apply:

Apply online:

External candidates:
www.overstrand.gov.za

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest
- Applications/ supporting documents larger than 25MB will not be accepted

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information, please contact **Mr. Aron Gcotyelwa** (028) 313 8148. **The Council reserves the right not to make an appointment.**