

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
WC0329954

SALARY
Basic: R558 612 p.a.
Perk Vehicle Allowance
Cellphone Allowance

CLOSING DATE
16 September 2026

EMPLOYMENT TYPE
3-year fixed term contract

PLACE OF WORK
Hermanus

Chief: 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 Code B/EB driver's license.
- 5-8 years relevant experience with supervisory experience.
- Communication skills in at least two of the three official languages of the Western Cape

Key Performance Areas:

- Strategic and Financial Management.
- Managing operations by executing routine operational requirements of the Library Services.
- Managing personnel and performance.
- Plan and ensure effective and efficient management of the library's infrastructure resources.
- Manage and execute specific procedural applications associated with acquisition, organization and communication of information.
- Promote reader awareness, support user needs and relationships & partnerships.
- Responsible for Safety related duties in terms of the Occupation Health and Safety Act.
- General Functions / Administration.

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
- Coaching and Mentoring skills
- Professional skills (collection development, book knowledge, promotion and outreach programs)
- Interpersonal skills, management skills (staff, facilities, budget), planning, organizing skills, advocacy skills, meeting skills
- Leadership and strategic planning skills
- Team building, research, organizational and decision-making skills
- Ability to plan, assign, direct and oversee the work of all staff members
- Financial, project and performance management skills
- Must work overtime when required
- Considerable knowledge of books, reference materials, magazines, e-sources and related materials available to the public
- Computer skills to operate computerized library programs, social media and the internet
- Ability to plan and develop policies and procedures, goals and objectives
- Must perform duties in the whole municipal area when required
- Knowledge of maintenance of libraries.

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.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.