



arts & culture

Department:
Arts & Culture
PROVINCE OF KWAZULU-NATAL

**TO ALL: CHIEF DIRECTORS
DIRECTORS
DEPARTMENTAL OFFICIALS**

DEPARTMENTAL HRM VACANCY CIRCULAR NUMBER 29 OF 2019

1. The Department of Arts and Culture issues this circular as per the provisions of the Part 4, Regulations 65 of Public Service Regulations of 2016. Please note that the Public Service is an equal opportunity, affirmative action employer.
2. This Circular and its contents must be brought to the attention of all eligible officials on your establishment, including those in Head Office, Regions, Districts, etc. All efforts must also be made to inform those officials who may qualify for the posts in terms of this Circular even if they are absent from their normal places of work.
3. Applicants are also advised to carefully read the instructions at the beginning of the advert before applying for any of the posts advertised.

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MR NP CHONCO
HEAD: ARTS AND CULTURE

2019/11/27
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DATE

KZN- DEPARTMENT OF ARTS AND CULTURE

APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 27 DECEMBER 2019

NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

POST: LIBRARIAN – CATALOGUING X 2 POSTS REF NO. DAC56/19

SALARY: R257 508.00 per annum

SALARY RANGE: R257 508.00- R303 339.00 per annum (salary level 07)

CENTRE: Head Office, Pietermaritzburg

REQUIREMENT: An appropriate tertiary qualification in Library & information Science or equivalent relevant qualification, coupled with a minimum of one- two [1- 2] years relevant experience in library services. Knowledge of an integrated library management system. Knowledge of WorldCat and database cataloguing protocols. Good understanding of cataloguing tools. Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES: Perform cataloguing and classification of library materials. Maintain the integrity of the catalogue. Provide professional guidance to community libraries. Liaise with stakeholders.

ENQUIRIES: Mrs G Padayachee: Tel. [033] 341 3000