



Nama Khoi Local Municipality

Posbus / P. O. Box 17
Privaatsak / Private Bag X22
SPRINGBOK, 8240
TEL: 027 718 8100
FAX: 027 712 1635
EMAIL: info@namakhoi.gov.za
WEB: <https://www.namakhoi.gov.za/>

VISION: Building tomorrow, today.

MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwi: I-OFISI YOMPHATHI KAMASIPALA



INTERNAL AND EXTERNAL ADVERTISEMENT

Re - advertisement (Applicants who applied previously are encouraged to re – apply)

VACANCY	LIBRARY ASSISTANT
Ref. Nr	55/ 2026

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified people.:

Job Title	Salary	Department	Location	Term
Library Assistant	T4 (R11 485.74 – R14 558.44)	Community Services	Kleinzee	One year contract

Details of the vacancy:

MINIMUM REQUIREMENTS	DUTIES
• Qualification: Grade 12; Basic Computer Literacy, Registered member of LIASA. • Experience: 1-year experiential experience in public libraries. • Skills: Proposal and report writing skills. Facilitation skills, Research skills and practical experience. Strong communication skills, Analytical skills and strategic thinking, • Knowledge and Scope of work: Apply basic concepts and knowledge to aspects within the library and information services discipline; and basic understanding ,knowledge and application of aspects ,principles ,practices and procedures within the library and information services discipline.	• Procedural applications • Maintaining/ arranging book stock, materials and presentations

The competency level for this position is based on Annexure A of the Municipal Staff Regulations Government Notice No.890, Government Gazette 45181,20 September 2021:Librarian Information Services Competency Framework : Level 1.

Core Professional Competencies	Public Service Orientation	Personal Competency	Management /Leadership
• People Management • Conceptual Thinking • Organizational Awareness • Attention to detail • Professional/Technical Proficiency	• Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus	• Action Orientation • Resilience • Accountability and Ethical Conduct • Management of Learning	• Direction Setting • Impact and Influence • Coaching and Mentoring



Nama Khoi Local Municipality

Posbus / P. O. Box 17
Privaatsak / Private Bag X22
SPRINGBOK, 8240
TEL: 027 718 8100
FAX: 027 712 1635
EMAIL: info@namakhoi.gov.za
WEB: <https://www.namakhoi.gov.za/>

VISION: Building tomorrow, today.

MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die:
KANTOOR VAN DIE **MUNISIPALE BESTUURDER**
- All correspondence to be addresses to the:
OFFICE OF THE **MUNICIPAL MANAGER**
- Yonke imbalelwano mayithunyelwe kwi:
I-OFISI **YOMPHATHI KAMASIPALA**



HOW TO APPLY FOR A VACANCY AT NAMA KHOI MUNICIPALITY

- All applications must be submitted on the official *Nama Khoi Local Municipality Application Form*, available at all municipal offices and on the municipal website at: www.namakhoi.gov.za

ALL APPLICATIONS MUST INCLUDE:

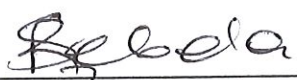
- A complete and signed **Application Form**
- A signed **NKLM Consent Form** (available with the application form)
- A **comprehensive CV**
- **Originally certified copies** of your **ID** and **academic qualifications**

COMPLETED APPLICATIONS MAY BE:

- **Hand-delivered** to any local municipal office in a sealed envelope clearly marked **"Application for Vacant Post"**, and addressed to:
The Acting Municipal Manager
Mrs RPS Sebela
P.O Box 17, springbok, 8240, or
Emailed to: info.recruitment@namakhoi.gov.za with all required documentation attached in PDF format.
- Applicants must grant permission for the Municipality to verify qualifications and references by submitting the completed **NKLM Consent Form**.
- **Incomplete applications** (including those missing any of the required forms, documentation, or submitted after the closing date) will **not be considered**.
- Only candidates who meet the minimum qualification and competency requirements will be shortlisted.
- Communication will be limited to shortlisted candidates only.
- If you have not received feedback within **eight (8) weeks** after the closing date, please consider your application **unsuccessful**.
- Appointments will be made in accordance with the Municipality's approved **Employment Equity Plan**. The Municipality reserves the right **not to fill** any advertised positions.

For further enquiries, please contact: Ms. Keikanne Letsela at: hrman@namakhoi.gov.za

THE CLOSING DATE FOR ADVERTISED VACANCY IS 18 SEPTEMBER 2026.



MRS. RPS SEBELA
ACTING MUNICIPAL MANAGER