

Sheldon RECRUITMENT



The South African Library for the Blind (SALB), through Sheldon Recruitment invites applications from suitably qualified candidates who are South African citizens for the following position to commence on 1 July 2023 or earlier:

Library Project Coordinator – Western Cape (Cape Town, South Africa)

Contract position for approximately 12 months

Grade 12 with a Degree/National Diploma in Librarianship and a formal Project Management Certificate, or in Public Administration/Public Management and a formal Project Management Certificate. At least 3 years' relevant working experience. We are seeking an energetic, ambitious individual who possesses strong interpersonal, administration, communication, report writing and presentation skills and who has a solid understanding of project coordination and implementation. The successful candidate will report to a Snr Project Coordinator and be responsible for the following *inter alia*:

- Coordinate the procurement, installation and functionality of hardware and software required for the project.
- Train public library staff in the use of specific hardware and software.
- Liaise with the staff of public libraries to identify and encourage blind and visually impaired people in communities to receive training in the use of library facilities and facilitate community meetings.
- Make all practical and logistical arrangements to ensure the project is implemented as planned.
- Administer all documentation related to the project in accordance to the requirements of the Organisation.
- Write reports to SALB Management and the Liaison at the Provincial Department, as required to track progress with the project.
- Perform group as well as individual discussions and presentations to market the services and teach the members to utilize the services and facilities at their disposal.
- Motivate reporting staff, as well as staff members of stakeholder libraries in terms of promoting and facilitating the service.
- The successful incumbent must have an unendorsed driver's license valid for at least 2 years and must be willing to travel frequently.
- Good command of the English language and any other indigenous language of the province is essential.
- MS Office proficient.
- Education/Training facilitation background would be a strong advantage.

Remuneration

Up To R37 125,00 Per Month CTC

Application process:

Candidates who are SA Citizens and meet at least the minimum requirements that would like to apply for the position should submit a letter of application together with their curriculum vitae (with 3 contactable referees) and copies of educational certificates to Glynis at Sheldon Recruitment by email on address glynisb@sheldon.co.za.

Closing date for applications: **09 May 2023**

PLEASE NOTE:

- In support of the National drives and initiatives in Government, persons from designated groups, persons with disabilities, woman and youth are encouraged to apply.
- Short-listed candidates may be required to undergo competency testing.
- SALB reserves the right not to appoint any person to the position.
- Original certificates and/or testimonials should be made available on appointment.