

SOUTH AFRICAN LIBRARY FOR THE BLIND
VACANCY: LIBRARY PROJECT ASSISTANT (EASTERN CAPE)

1 Year Contract Post

The South African Library for the Blind with the financial support of the Department of Sport, Recreation, Arts and Culture identified the need for a Library Project Assistant in the Eastern Cape (EC), to assist with library services for blind and visually impaired users within the community Libraries in the Eastern Cape.

Applications are invited from suitably qualified South African citizens for the above-mentioned contract position to commence in June 2024 or earlier. The successful incumbent will be based in the Eastern Cape Makhanda (Grahamstown) area and meet the following requirements and competencies:

Requirements:

- Preferred: Appropriate Degree in Library and Information Science/Postgraduate Diploma in Library and Information Science or Public administration with at least 2 years of practical and relevant work experience;
- Minimum: Relevant Lower Diploma in Librarianship/National Diploma in Administration with at least 5 years of practical and relevant work experience;
- Project Management Certificate will be an added advantage.

Key Competencies:

Good understanding of project coordination, implementation, and monitoring. Good command of the two prominent languages in the Province IsiXhosa and English is a prerequisite for this vacancy. Good report writing skills with the ability to write feedback /progress reports in English. Computer literacy in a Microsoft Office environment, at an Intermediate to advanced level. Good organizer and a planner. Good interpersonal relational skills. Initiative-driven. Ability to work both independently and within a team. Must have a valid and unendorsed Code B (previously code 08) driver's license issued more than 24 months ago.

Duties:

The successful candidate will report to a Project Manager and will be responsible for the following: Coordinate the monitoring and evaluation of the implemented project. Training and facilitation of workshops for the project beneficiaries including librarians. Train Library staff on the use of assistive devices and software provided. Initiate membership drive and other related library activities within the EC province. Must ensure implemented facilities are sustained and provide feedback when required. Facilitate transport aid for members and liaise with drivers and other service providers. Provide continuous support and identify areas for improvement. Administer all project documentation in accordance with the requirements of the South African Library for the Blind. Must be willing and able to travel extensively and alone in the Eastern Cape, including rural areas, and to work and travel long hours.

All-inclusive Remuneration Package: R323 375.15 CTC pa

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 **Loren Hendricks** at **Jackie Cory Recruitment** by email on address loren@jackieCreruit.co.za

Closing date for applications: 01 March 2024

PLEASE NOTE:

- In support of the National drives and initiatives, 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.
- The certification on copies of qualifications and supporting documents may not be older than 6 months.
- Original certificates and/or testimonials should be made available on appointment.