

South African Library for the Blind



The South African Library for the Blind is a Schedule 3A Public Entity under the National Department of Sports, Arts and Culture and is governed by the provisions of the South African Library for the Blind Act, 91 of 1998

Employment Opportunity- Job Advert (Northwest Province) 1-year Contract Position

In support of Government's concerted efforts to alleviate the current unemployment crisis, particularly amongst persons with disabilities, youth, and women, the Provincial Department of Sports, Arts and Culture in the Northwest provided funding to the SA Library for the Blind (SALB) for employment of unemployed youth, albeit for the short term.

Applications are invited from suitably qualified SA citizens for the undermentioned position(s) to commence on 1 May 2024 or earlier.

1. Digital Library Assistant – Mafikeng Studio

Minimum Requirements:

The ideal candidate should be unemployed with Grade 12 (Matric) or equivalent certificate, Lower Diploma in Librarianship will be an added advantage; Intermediate Computer experience and/or qualification (MS Office suite, email, and internet); Strong technical ability and understanding of the basic computer programs, sound, and audio equipment, and willingness to undergo training to ensure that new digital production methods are implemented in the studio. A good ear to do quality control, the focus is on producing high-quality work at all times; Fluency in more than one language spoken in the Northwest; Good interpersonal and communication skills to establish and maintain good relations with co-workers, visitors, and narrators; A person with very good planning and organizing skills, to effectively manage and control the workload and on time delivery; Open, willing, and able to learn new audio and computer-based systems and technologies.

Main tasks:

The main purpose of this position is to render a support service to the Audio Production section at the SALB, by attending to matters relating to the:

- Implementation and control of all digital recorded take-out audio materials at the Mafikeng Studio.
- Check and edit the work done by Contract Indigenous Readers/Narrators (Structuring; recording and editing).
- Report to Senior coordinator on basic employment conditions (sick leave; ect) and petty cash.
- Report audio related matters to Audio Production Supervisors at SALB in Makhanda.
- Ending completed audio material to the Audio Production section in Makhanda.
- Keeping of individual statistics of work done and planning of schedules.
- Training and assistance of Contract Indigenous Readers/Narrators.
- Issuing and keeping records of books issued and schedules.
- Marketing and Promotion of the Narration project as and when required.
- Basic Finance Management, such as handling of cash floats, and minor procurement.
- General administration.

Remuneration

Annual CTC Salary is around R 93 744,00 per annum.

Closing date for applications: 11 March 2024 (Applications received after the closing date will not be considered).

Candidates who meet the minimum requirements and would like to apply for the position should submit a Letter of application together with a Curriculum Vitae and certified copies of certificates/qualifications and of his/her SA ID and the voice test to: The Head: Human Resources; SA Library for the Blind; PO Box 115; Grahamstown; 6140 or email hr@salb.org.za or fax 0866321160.

PLEASE NOTE:

- In support of the National drives and initiatives, persons from designated groups, persons with disabilities, women, 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.

Should you as an applicant not hear back from us within one month of the closing date of this position, kindly regard your application as unsuccessful.