



## Blue Crane Route Municipality

### VACANT POSITION

Notice 37/2025

#### DIRECTORATE: COMMUNITY SERVICES

**1X SENIOR LIBRARIAN  
TASK GRADE 12**

**SALARY SCALE: R410 689.20-R533 086.68 PER ANNUM**

**MINIMUM REQUIREMENTS:** B Tech in Library and information NQF level 7 , 4 years work experience as a Librarian, Problem Solving, Computer skills, Code EB driving license.

**KEY PERFORMANCE AREAS:** Planning and programming annual schedules to ensure sufficient operating capacity and capability, and resources to meet departmental services delivery needs. Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the department Business and Strategic Plans. Defining/ adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements. Conducting appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives. Monitoring the adequacy of current library training interventions supporting personnel development and reporting on workplace impact post training and/ or the need changes to plans. Analysing new and existing library issues and reporting on the trends to the Director. Verifying information on the computer database of user details and accessing specific fields to elicit information on overdue books and specific recovery sequences. Attending to specific request for specific library , material, approving request forms and forwarding to Provincial Library Services. Participating and coordinating (agendas, minutes) in various meetings and provides comments/ opinions on matters affecting or concerning the library functions. Contacting various departments in connection to repair & maintenance of the library facilities. Attending book exchange, Interest group meeting and workshops.

***All applications with Curriculum Vitae, certified copies of educational certificates, municipal standard application form, copy of South African Identity Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, SOMERSET EAST, 5850 or hand delivered at 88 Nojoli Street, SOMERSET EAST or Townhall, COOKHOUSE or Town Hall, PEARSTON.***

**NB : Applications can be emailed to [1recruitment@bcrm.gov.za](mailto:1recruitment@bcrm.gov.za)**

**Enquiries: Mr L. Mqota (042) 243 6400**

**Closing date: 5 September 2025**

*Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.*



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**MR. MP NINI**  
**MUNICIPAL MANAGER**

21 July 2025  
DATE