

WE ARE HIRING

JOIN OUR TEAM



Western Cape
Government

Cultural Affairs and Sport



ADVERT SUMMARY

EPWP Intern	: EPWP Beneficiary: x 2 (1x Groendal (Franschhoek), 1x Klappmuts
Recruiter	: Department of Cultural Affairs and Sport, Western Cape Government
Ref:	: EPWP 006/2021
Contract Period	: From date of assumption of duty until 31 March 2022

ADVERT DETAILS

Directorate	: Library Service
Offer	: Stipend between R154-00 and R231-00 per day
Closing date	: 23 April 2021
Enquiries	:

MINIMUM REQUIREMENTS

- Senior Certificate (Grade 12)
- Applicants must be between the ages of 18-35 years

KEY PERFORMANCE AREAS

The successful candidate will be responsible for:

- Management of Mini Library
- Library programmes
- Outreach programmes
- Asset Management
- Library support functions
- Library administration
- Ensure effective community liaisons and relationship management
- Monthly reporting to relevant authorities
- Report writing

COMPETENCIES/SKILLS

- Customer care
- Good communication skills(verbal & written)
- Computer proficiency(MS Office & databases)
- Time Management

NOTE: Only shortlisted applicants will receive further correspondence. If you have not yet received a response from the department within two weeks of the closing date, please regard your application as unsuccessful.

For submission, please drop off a CV with a motivational letter at **Community Chest, 82 Bree Street, Cape Town** or email your application to **vacancies@comchest.org.za**. Please clearly mark your applications with the position you are applying for in the subject line of the email or on the envelop if you are dropping off your CV at the office. Mark your application for attention **Yumna Martin**.