



The National Library of SA wishes to make the following appointment at the Pretoria Campus

Salary scale: R 48 210 - R 51 168 (Per annum plus competitive benefits)

The National Library of South Africa has a vacancy in the Assets and Facilities Section and invites applications from suitable applicants.

POSITION:

Service Worker – Post level 1

DESCRIPTION:

The National Library of South Africa is the leading national library and information centre of excellence in Africa and the world, and is responsible for collecting, recording, preserving and making available the national documentary heritage. We promote an awareness and appreciation thereof and in doing so contribute to the development and prosperity of our nation.

REQUIREMENTS:

- Grade 8 - 10
- Read and write
- Moderate degree of supervision on a daily basis depending on the nature of the project
- The willingness to work in adverse weather conditions eg. dusty, rainy and warm environment
- Code 08 drivers licence

DUTIES:

- Responsible for sorting mail and distributing to relevant departments
- Responsible for second counting of coupons for payment
- Responsible for cleaning of book areas and stack/shelves.
- Assist the supervisor with the building/ rebuilding/refurbishing of shelves.
- Assist with the removal of furniture and other library equipment.
- Cleaning of outside areas and provision of waste bins.
- Separate waste paper from other waste or refuse for selling to recyclers.
- Refill water bottles (Drinking water).
- Assist postal department with post
- Exchange light bulbs/globes.
- Assist postal department with post
- Washing of NLSA official cars
- Messenger

Applications: For Attention Ms Erika de Jongh, National Library of South Africa, Division: Human Resources Management, Private Bag x 990, Pretoria or Albert Gouws P O box 496, Cape Town,8000.

Interested and qualified candidates may obtain the prescribed application forms from both Human Resources Offices or our website www.nlsa.ac.za

Only completed applications on the prescribed forms accompanied by certified copies of qualifications and/or certificates together with a CV will be considered. Applications received after the closing date or those that do comply with the requirements will not be taken into consideration.

CLOSING DATE: 24 June 2010

The National Library of South Africa is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Appointment will be made according to the Employment Equity requirements.

Should you not receive any correspondence/communication from the National Library of SA one month after closing date, please consider your application as unsuccessful.

ENQUIRIES:

Job related: Mr S Mentoor Tel. no. 012 401-9768

Salary related: Mrs. Erika de Jongh: Tel. no. 012 401-9742

