



VACANCY

MUNICIPALITY OF WALVIS BAY

The Municipal Council of Walvis Bay offers the following **EXTERNAL** opportunity:

LIBRARIAN

(PATERSON GRADE LEVEL C1)

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

PURPOSE OF THE JOB

To provide a full library service to members of the public as stipulated in the municipal library regulations, and to supervise the work of the Assistant Librarian and Cleaner.

KEY PERFORMANCE AREAS

- Library services
- Counter & reference services
- Staff supervision

QUALIFICATIONS AND EXPERIENCE

Minimum Requirements:

- Diploma in Library and Information Studies/ Information Science (NQF level 6) plus 4 years' experience in a library environment of which 2 years should have been in a supervisory position. Relevant experience in the following areas: Library Management Systems (LMS), Collection Development, Cataloguing and Classification, Community Engagement and Outreach, Information Retrieval and Reference Services, Research Support, Information Literacy Instruction, Compliance with Library Policies and Regulations, will be an added advantage.

Special Requirements:

Driving Licence Code B

REMUNERATION

Basic Salary:	N\$ 373 793.00 pa
Transport Allowance:	N\$ 12 600.00 pa
Housing Allowance:	N\$ 153 255.13 pa
OR	
Rental Allowance:	N\$ 78 496.53 pa

Pension Fund membership as well as Medical Aid membership (both employee and employer contributions) are applicable.

People from designated groups in terms of the Affirmative Action Act are encouraged to apply

Please Note: Only shortlisted candidates will be communicated with.

(obtainable on our website www.walvisbaycc.org.na) must be completed fully, accompanied by all required documents and should be delivered in the application box at the Security Desk, Civic Centre, Municipality of Walvis Bay or by Postal Address below (to reach us by the closing date).

ADDRESS TO:

The Manager: Human Resources

Physical Address:

Room 208

Civic Center, Nangolo Mbumba Drive

Walvis Bay

Postal Address:

Private Bag 5017

Walvis Bay

Further information is obtainable from the Assistant Human Resources Practitioner, Ms. Johanna Naidoo, at telephone number 064 201 3231.

No emailed or late applications will be accepted.

Closing date and time: Wednesday, 25 June 2025 by 17h00

Notice No. HR20/2025

Municipality of Walvis Bay

An equal opportunity Employer

Civic Center, Nangolo Mbumba Drive, Walvis Bay - Tel: +264 64 201 3111 / Private Bag 5017

