



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 26/2026–EXTERNAL & INTERNAL VACANCY

Written applications on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:

LIBRARY ASSISTANT X1 PRINCE ALBERT

Post identification number: WC052-1.3.2.4.1

Department: Corporate & Community Services

Division: Library Services

Town: Prince Albert

PREFERENCE WILL BE GIVEN TO APPLICANTS RESIDING WITHIN PRINCE ALBERT

REQUIREMENTS

- Grade 12
- Registered member of LIASA
- 0-1 year experiential knowledge of public libraries
- Computer Literacy (MS Office, Excel, PowerPoint, Outlook)
- Good communication skills
- Love and patience with children, difficult library users and the elderly.
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Assist children with school assignments.
- Perform counter duties for issuing and returning of library materials
- Shelve books according to category
- Library exhibitions: awareness of current events
- Assist the public in accessing library materials
- Help with library administration in order to develop skills
- Ability to work with the public

COMPETENCIES

The competency level for this position is at level 1 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Public Service Orientation	Personal Competencies	Management/Leadership Competencies
<ul style="list-style-type: none"> • People Management • Conceptual Thinking • Organisational Awareness • Attention to Detail • Professional/ Technical Proficiency 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation • Customer Focus 	<ul style="list-style-type: none"> • Accountability and Ethical Conduct • Resilience • Management of Learning(learning orientation) 	<ul style="list-style-type: none"> • Direction Setting • Coaching and Mentoring • Impact and Influence(Advocacy Skills)

SALARY

Task Level 6 of a Category 1 Municipality: **R 162 855. 96 per annum (R13 571, 33 per month)**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteenth cheque after 12 months of employment, subject to Council approved policies.

STATUS OF POSITION

Permanent.

CLOSING DATE

Friday 13 February 2026 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, driver's license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 13 FEBRUARY 2026 at 15h00.**
2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za .
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

Job-related enquiries	Ms. Reinie Smitt Tel: 023 541 1036 Email: reinie@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Abridon Sass Tel: 023 541 1036 Email: abridon@pamun.gov.za

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. Please note that the following will lead to disqualification:
 - 6.1) Non-submission of copies of academic qualifications/records.
 - 6.2) Canvassing of Councillors.
 - 6.3) Submission of fraudulent qualifications and/ or documents.



MATTHYS GILLIOMÉE
MUNICIPAL MANAGER
30 JANUARY 2026