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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

## **SHORT-TERM CONTRACT POSITIONS** **RELIEF WORKER**

### **APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

### **DISCLAIMER**

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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**RELIEF WORKER  
 SHORT TERM CONTRACT POSITIONS  
 (Not exceeding 18 months)**

**Department:** Community Development  
**Branch:** Library and Information Services  
**Designation:** Relief Worker  
**Remuneration:** R3 500,00 pm (monthly stipend)  
**Location:** Region A – G & Johannesburg City Library

**Minimum Requirements:**

- Matric/Grade 12 (NQF level 4);
- Applicants who previously participated in the programme will not be considered;
- Computer literacy;
- Must be able to work 40 hours per week;
- This position is open to YOUTH in the Johannesburg community;
- Only City of Johannesburg residents will be considered.

**Primary Function:**

Provide administrative support function in libraries, preparing the counter before opening according to routine procedures. Training users in accessing the Internet (eWorld computers/WIFI). Monitor the use of LIS computers to ensure that the illegal usage is reported. Assisting with Internet Research for relevant digital content (latest trends, eBooks, relevant websites for the public). Assisting with organizing library activities, such as Mobile Literacy programs or any program, using digital platforms (social media or Internet). Assisting with awareness campaigns on digital skills through outreach programs (book fairs, community meetings, malls, etc.). Assisting with Surveys on User needs in line with the Digital Transformation strategy.

**Key Learning Areas:**

- City processes, systems, and procedures;
- Ensure effective service delivery to the public;
- Customer Focus Service Delivery Internal and External;
- Compliance issues and other administration-related functions;
- Telephone Etiquette.

**Leading Competencies:**

- ITC literacy;
- Good interpersonal and communication skills;
- Ability to follow instructions.



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*“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”*

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/14EcgyzcgToyJX9miHjGVMQew554>

APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

Contact Person: Andile Dubeni

Tel No: 011 407 6949

**CLOSING DATE: TUESDAY, 06 JUNE 2023**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record.
- CV validation.
- Employment record verification.
- Criminal check.
- Identity validation.