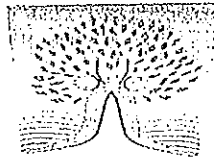


Private Bag X2  
GROBLERSHOOP

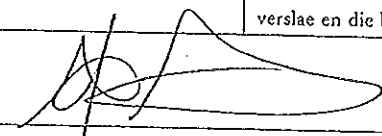


Phone: 054 – 8339500  
Fax: 054 – 8330690

**Kheis**  
Munisipaliteit  
Municipality

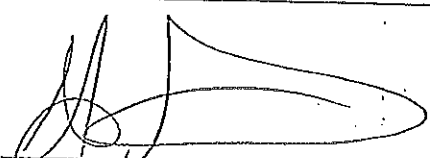
*Korporatiewe Dienste / Corporate Services*

Assistent Bibliotekaresse		Assistant Librarian	
Kwalifikasie(s)	Graad 12	Qualification(s)	Grade 12
Sleutel Prestasie Areas	<ul style="list-style-type: none"> <li>* Verskaf eenvoudige dienste met betrekking tot inligting en verwysings</li> <li>* Verskaf raadgevende dienste aan lesers</li> <li>* Doen aanbiedings oor programme, boekpraatjies en toere</li> <li>* Proesseer en herstel biblioteekmateriaal</li> <li>* Assisteer met die ontwikkeling van promosie materiaal, skryf van verslae en die byhou van lêers</li> </ul>	Key Performance Indicators	<ul style="list-style-type: none"> <li>* Provides simple information and reference service</li> <li>* Provides reader's advisory service</li> <li>* Present programs, book talks and tours;</li> <li>* Processes and repairs library materials</li> <li>* Assists in creating promotional materials, writing reports and maintaining files.</li> </ul>

  
H.T. Scheepers (Mrs): Municipal Manager  
09 May 2016

*Korporatiewe Dienste / Corporate Services*

Tuinier: Biblioteke		Gardener: Libraries	
Kwalifikasie(s)	Graad 12 Alternatiewelik: Ervaring in tuindienste	Qualification(s)	Grade 12 Alternatively: Experience regarding garden services
Sleutel Prestasie Areas	<ul style="list-style-type: none"> <li>* Verantwoordelik vir die algemene instandhouding van gronde en tuine</li> <li>* Onderneem verskeie tuindienste, soos byvoorbeeld: grawe, uitsteek van grond, natlei van plante, hark van oppervlakte, plant van sade.</li> </ul>	Key Performance Indicators	<ul style="list-style-type: none"> <li>* Responsible for the general maintenance the grounds and gardens</li> <li>* To carry out numerous gardening duties, for example: digging, soil forking, watering of plants, raking and weeding.</li> </ul>

  
H.T. Scheepers (Mrs): Municipal Manager  
09 May 2016