The South African Library for the Blind (SALB) invites applications from suitably qualified South African citizens for the following position to commence on 1 November 2019 or earlier:

**General Library Officer (Member liaison and Circulation)**

**Minimum Requirements & Attributes**

The ideal candidate will be the proverbial people’s person with excellent communication skills in Afrikaans and English, coupled with excellent telephone etiquette and customer relations skills. Proficiency in a third South African Language will be advantageous. MS Office computer skills at an Intermediate or higher level is required and experience working with a Library Management System will be advantageous. Multitasking ability whilst maintaining attention to detail is imperative. A person with a love for reading and loads of book knowledge is preferred. Ideally, the candidate will be in possession of a Lower Diploma in Library and Information Science; or Matric with 2 years relevant work experience.

**Remuneration**

Basic Salary: R161,094.00 pa

Other benefits include: a 13th cheque, living allowance and generous contributions to the SALB Pension Fund, etc.

Candidates who meet the minimum requirements that would like to apply for the position should submit a formal letter of application together with their curriculum vitae (with 3 contactable referees) including copies of qualifications.

Send applications to Loren Francis at Jackie Cory Recruitment.
Contact email: loren@jackiecoryrecruit.co.za
Telephone: 041 364 2244

**Closing date for applications:** 23 August 2019

Suitably qualified candidates from designated groups who meet the minimum requirements are encouraged to apply.

**PLEASE NOTE:**
- Short-listed candidates may be required to undergo competency testing.
- SALB reserves the right not to appoint any person to this position.
- Original certificates and/or testimonials should be made available on appointment, but copies should accompany the application of each candidate.