



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 15 August 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: LIBRARIAN REF NO: 150825/04

BRANCH: CORPORATE SUPPORT SERVICES DIR: KNOWLEDGE MANAGEMENT

SALARY: R325 101 per annum (Level 07)

CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma or Degree in Library Science / Information Science. Two (2) to (4) four years' experience in library sciences. Knowledge in monitoring the circulation of library resources. Knowledge of library information science matters. Knowledge and understanding in handling interlibrary loans. Understanding in tracking bibliographic records. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Understanding of delegation authority. Financial management and knowledge of PFMA. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedures. DUTIES: Identify the appropriate library resource needs. Analyse and sort library materials according to the applicable library system. Compare selections with card catalogue / electronic records. Implement good practices of maintaining library books and information. Review material from publisher catalogues and various database. Collect and secure material for official publications depositories. Pre-select and display library material. Inform users of special library collection. Facilitation of contracts for online subscriptions.

ENQUIRIES: Ms MC Mokhele, Tel No: (012) 336 8284

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>