

## NON – ACADEMIC PERMANENT POST

### PINELANDS CAMPUS R87 978 – R99 107 per annum (Plus Benefits)

#### ASSISTANT LIBRARIAN (REF: LIB01)

##### Minimum Requirements

- Grade 12 and a tertiary qualification (ND or B.Tech) in Library and Information studies
- At least 2 years previous experience preferably in an Academic library & working knowledge of an automated library system
- Good administrative skills & the ability to communicate effectively on all levels
- Advanced computer & information literacy skills, internet research skills and manipulation of search engines
- Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa)
- Valid Code 08 drivers licence compulsory
- South African Citizenship

##### Key Performance Areas

- Cataloguing and classification
- Issuing, receiving, renewals and reservation of library materials
- Responding to general information queries
- Provide clerical support
- Shelving, shelf-reading, binding and photocopying
- Maintenance of daily statistics
- Assisting learners and lecturers with research on the internet and other sources
- Manage internet and e-mail facilities
- Other duties as may be required on an ad-hoc basis

## ACADEMIC CONTRACT POST (POST LEVEL 1)

Salary Scale: R62 412 – R99 720 / R106 332 – R152 400 per annum (Plus Benefits)

## ENGINEERING

#### LECTURER: PLUMBING (REF: PL1)

##### Minimum requirements:

- Relevant N2 qualification and a Trade Test qualification as a Plumber with a completed apprenticeship
- 2 years appropriate experience related to this field
- Qualified Assessor (recommended)
- Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa)
- Valid Code 08 drivers license (compulsory)

##### Key Performance Areas:

- Lecturing and facilitation in Plumbing

- Excellent administration, organizational & time management skills
- Very good assessment skills
- Excellent Student discipline to be maintained in classroom
- Administration of the programme on the campus

## **CLOSING DATE FOR APPLICATIONS: 27 AUGUST 2010**

### **IMPORTANT INFORMATION**

**Prospective candidates:** We encourage applications from dynamic, energetic individuals eager to face new challenges and contribute to the nation's skills development needs

**To Apply:**

Please forward a detailed CV with at least two recent contactable references, certified copies of qualifications & academic records, testimonials, covering letter & the applicable application form i.e. Application for employment form for admin posts(Z83) or Application for an advertised teachers post form (DPE1) available on [www.cct.edu.za](http://www.cct.edu.za)

**Hand deliver to:** The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River, 7925

OR

**Post to:** The Recruitment Officer, HR Unit, PO Box 1054, Cape Town, 8000

**Please note:** It is unlawful to employ a person who does not have permission to live and work in South Africa. Unless the advert states otherwise, please ensure you have this permission before applying. Applicants are to quote the reference number of the position they are applying for as per advert. Applicants, who do not meet the above requirements i.e. the submission of required documentation or applications received after the closing date or faxed/ emailed applications will not be considered.

**Foreign Qualifications:** Should you be in the possession of foreign qualification/s, it must be accompanied by a letter issued from the National Department of Education, Pretoria, stating the evaluation of your qualifications.

The College of Cape Town will consider all applications in terms of its Employment Equity plan and is committed in maintaining diversity in its appointments. Therefore the College of Cape Town reserves the right not to make an appointment.

If you have not been contacted within four weeks after the closing date of this advertisement, please accept your application as unsuccessful.

Please direct your queries to Annelie Eksteen or Leando Engelbrecht on (021)-404 6712/58  
Or Visit our website at [www.cct.edu.za](http://www.cct.edu.za)