

## **LIBRARY ASSISTANT**

National Prosecutions Service

**SALARY:** R 173 703.00 per annum (Excluding Benefits) (Level 5)

**CENTRE:** DPP: Grahamstown - Recruit 2021/640

**REQUIREMENTS:** Grade 12 or equivalent qualification. Demonstrable competency in acting **I**ndependently, **P**rofessionally, **A**ccountable and with **C**redibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

**DUTIES:** Provide administrative support services. Assist with information requests. Circulation management. Lending and returns. Audit of cluster books and stock reports. Stock taking.

**ENQUIRIES:** Mzikayise Toni 046 602 3000

**APPLICATIONS:** e mail: [Recruit\\_2021640@npa.gov.za](mailto:Recruit_2021640@npa.gov.za)