



## JOB ADVERTISEMENT INTERNAL & EXTERNAL

<b>Job Title</b>	<b>Librarian and Literacy Administrator (Fixed term contract: Ending 31 March 2027)</b>  Salary R28 787,50 ctc per month (Global Grade 9) REF No: LLA 04/2026
<b>About the Role</b>	<p><b>Purpose</b></p> <p>Librarian and Literacy Administrator will be responsible for coordinating and administrating library services, overseeing the Literacy and Homework Support Programme, and ensuring access to quality information resources. This role involves cataloguing, administrating book collections, coordinating educational initiatives, engaging in the community to promote literacy, and providing regular updates on library plans, programmes, and events to the Head of Department (HOD).</p>
<b>Key Performance Measures</b>	<p><b>Library Coordination</b></p> <ul style="list-style-type: none"> <li>• Accurately catalogue and classify all library materials using established standards and frameworks.</li> <li>• Maintain and update cataloguing records to ensure easy access and retrieval of resources.</li> <li>• Evaluate, select, and acquire new library materials based on user needs, current trends, and budgetary considerations.</li> <li>• To commemorate days that celebrate books and reading by coordinating functions at the WAC e.g. World Read Aloud Day.</li> <li>• Provide regular feedback and updates on library operations to the HOD.</li> </ul> <p><b>Literacy and Homework support programme</b></p> <ul style="list-style-type: none"> <li>• Administer literacy programs, including reading support and homework assistance.</li> <li>• Coordinate initiatives such as Spelling Bee, essay competitions, and book launches.</li> <li>• Coordinate with schools, parents, and educational institutions to enhance literacy and homework support efforts.</li> <li>• Administer extra classes with school curricula and learner needs.</li> <li>• Help foster a positive, inclusive, and engaging learning environment.</li> <li>• Monitor learners' attendance, participation, and progress.</li> <li>• Coordinate tutors, interns and facilitators.</li> <li>• Assist with identifying struggling learners to the HOD.</li> <li>• Support relationships with the schools to align tutorials.</li> <li>• Promote literacy and learning.</li> <li>• Provide written feedback/progress reports that can be shared with parents and guardians.</li> <li>• Monitor enrolments and attendance through the distribution, collection and filing of all documentation.</li> <li>• Report on programme progress, challenges, and impact with reference to the WAC targets outlined in the MTF Annual Performance Plan to the Programmes Coordinator and HOD.</li> </ul> <p><b>SEF</b></p> <ul style="list-style-type: none"> <li>• Complete daily tasks to ensure smooth workflow and productivity.</li> <li>• Submit monthly reports to SEF detailing programme progress, challenges, and achievements as required by SEF.</li> <li>• Ensure accurate completion and submission of SEF timesheets for intern payments.</li> <li>• Maintain proper records of intern attendance, performance, and contributions.</li> <li>• Monitor and evaluate the progress of interns to ensure programme objectives are met.</li> <li>• Distribute daily work assignments to interns based on their strengths and the programme needs.</li> <li>• Track intern performance and provide feedback to the HOD.</li> <li>• Promote teamwork and create an inclusive, supportive, and engaging work environment.</li> <li>• Provide ongoing guidance to the SEF team leader.</li> <li>• Foster a collaborative working environment to ensure interns remain motivated and engaged.</li> <li>• Provide content to advertise internship opportunities to attract suitable candidates.</li> <li>• Assist with shortlisting applicants based on qualifications and program requirements.</li> <li>• Participate in interviews of interns.</li> <li>• Support the interns with skills development opportunities.</li> <li>• Provide orientation for all new interns.</li> </ul> <p><b>Programme Administration</b></p> <ul style="list-style-type: none"> <li>• Tracking of budget and expenditure of all Library, Literacy and Homework Support programmes and events held at the Windybrow Arts Centre.</li> <li>• Ensures effective coordination of database, programme attendance and programme reporting with assistance from department administrator. Ensure all filing and capturing of programme registers and enrolment forms.</li> </ul>

**Desired  
Experience &  
Qualification**

- Scheduling of bi-weekly meetings with Head for programme planning. Ensure all contracting for programmes is sent to administrator for filing.
- Assist with procuring of refreshments for programme and oversee a working schedule with SEF interns for preparations of refreshments.

**Media and programme marketing**

- Coordinate footage of programmes and events for sharing with HOD and Programmes Coordinator.

**PREFERRED QUALIFICATIONS, SKILLS, EXPERIENCE**

**Qualifications:**

- Bachelor's or Honours Degree in Library and Information Science.
- Membership in professional organization: LIASA.

**Experience:**

- 2 years of Experience in literacy and inclusive education practices.
- Proven ability to administer and coordinate literacy programs successfully.
- Excellent communication, administration, and mentoring abilities.
- Ability to work collaboratively with diverse stakeholders, including schools, universities, and community organizations.
- Strong research, cataloguing, and classification skills.

**BEHAVIORAL COMPETENCIES / PERFORMANCE DRIVERS**

- Adaptability
- Creativity and Innovation
- Problem solving
- Interactive Communication
- Stress Management
- Teamwork
- Team building

**TECHNICAL COMPETENCIES / PROFESSIONAL EXPERTISE**

- Project Coordination
- Financial Budgeting, Planning and Reporting
- Concern for Safety

Interested persons who meet the requirements are invited to send a concise CV, Copy of ID and qualifications to the Human Resources Department via e-mail to [vacancies@markettheatre.co.za](mailto:vacancies@markettheatre.co.za)  
Please indicate the reference number for the post. ITC & criminal checks will be conducted and, where applicable, candidates will be subjected to an assessment test.

Should you not hear from us within 30 days after the closing date, consider your application unsuccessful. Correspondence will be limited to shortlisted candidates only.

The Market Theatre Foundation reserves the right not to make any appointment(s) for the above post.

Enquiries may be directed Apfeswaho Muruge (011) 832 1641

**CLOSING DATE: 08 May 2026.**