
DIRECTORATE

COMMUNITY SERVICES and
HEALTH

DEPARTMENT

Library and Information
Services

SALARY

TCOE R1 552 377 p.a (T17)

REFERENCE NUMBER

LIB 29/26 EXT

CLOSING DATE

17.09.2026

ELIGIBILITY

All suitable applicants

Manager - Specialised Operations LIS

Requirements

- B.Bibl / B.LIS / B. Tech: LIS / B. Inf (Hons) or PGDip LIS or equivalent 4-year post matric qualification
- 8 years or more relevant experience with managerial level experience
- Highly proficient computer skills
- LIASA Membership or must obtain within 3 months of appointment into the role

Key Performance Areas

- Ensures the development and management of specialist services including Collection Development, ICT, Marketing & Communications and Professional Services & Programmes
- Plans, coordinates and monitors integrated programmes across the department, as well as with other departments including:
- Managing and coordinating the development of strategies, plans and processes to ensure that integrated departmental programmes align with the needs of communities and directorate/City strategies
- Ensuring the appropriate mechanisms are in place to evaluate and analyse programmes
- Managing information and statistics, reporting on projects, coordinating branch collaboration and ensuring the effective functioning of the Working Groups
- Manages the development, implementation and monitoring of policies and procedures associated with the sections in the branch
- Controls, manages and monitors the allocation of Capex and Opex funding and expenditure for the branch, identified departmental programmes and projects
- Manages, develops and coordinates the implementation of multiple projects and programmes
- Manages the human resources within the branch

How to Apply



CITY OF CAPE TOWN
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By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful



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