



RE-ADVERTISEMENT

INTERNAL AND EXTERNAL VACANCY NOTICE South African Library for the Blind (SALB)

Position	Library Project Coordinator - Gauteng
Programme	Mini Libraries
Contract Type	Fixed-term contract: One (1) year
Location	Gauteng, with extensive travel within the province.
Remuneration	All-inclusive remuneration package of R500 249.88 per annum

The South African Library for the Blind is a Schedule 3A public entity and an agency of the National Department of Sport, Arts and Culture, governed by the South African Library for the Blind Act, 91 of 1998. Located in Makhanda (Grahamstown) in the Eastern Cape, SALB provides a national library and information service to blind and print-disabled readers in South Africa and is recognised as a national institution with an international reputation.

SALB invites applications from suitably qualified South African citizens for the following position:

PURPOSE OF THE POSITION

The Library Project Coordinator position is responsible to coordinate the Provincial Mini-Library Projects to ensure that all objectives and timelines are adhered to. In addition to the above the position also provides the opportunity to coordinate Provincial Library activities to ensure sustainable service delivery and good recordkeeping.

MINIMUM REQUIREMENTS

- Degree/National Diploma in Library and Information Science/ Records and or Archives Management. A formal Project Management Certificate will be an added advantage.
- The successful incumbent must have an unendorsed driver's license valid for at least 2 years and must be willing to travel frequently.
- Good command of the English language and any other indigenous language of the province is essential.
- MS Office proficient.
- Education/Training facilitation background would be a strong advantage.

REQUIRED EXPERIENCE, KNOWLEDGE AND COMPETENCIES

- At least 3 years working experience in Library/ Records and or Archives Management.
- We are seeking an energetic, ambitious individual who possesses strong interpersonal, administration, communication, report writing and presentation skills and who has a solid understanding of project coordination and implementation in Information Management Sector.

KEY PERFORMANCE AREAS

The successful candidate will report to a Snr Project Coordinator and be responsible for the following inter alia:

- To ensure continued coordination of Provincial Mini-Library Projects
- To maintain adherence to project objectives, deliverables, and timelines
- To support sustainable library service delivery to blind and print-disabled users
- To strengthen membership growth and improve usage of mini-library services

- To facilitate training of public library staff on assistive technologies
- To ensure effective administration and compliance with SALB policies

RE-ADVERTISEMENT NOTICE: Applicants who have previously applied for this position **MUST** re-apply.

APPLICATION PROCESS

Candidates who meet the minimum requirements are invited to submit the following documents to salbrecruitment@salb.org.za: Completed SALB employment application form; Detailed letter of application/motivation; Comprehensive Curriculum Vitae; Certified copies of qualifications, driver's licence and identity document. Certification must not be older than six (6) months.

Enquiries: Human Resources Department at 046 622 7226

Closing date and time: 25 September 2026 at 16:00

IMPORTANT NOTICES

- No late applications will be considered.
- Incomplete applications and applications submitted without the required supporting documents will not be accepted.
- Applications from suitably qualified candidates from designated groups, particularly persons with disabilities, are encouraged.
- Shortlisted candidates may be required to undergo vetting, reference checks, competency assessments and/or other relevant verification processes.
- Original certificates and/or testimonials may be requested from shortlisted candidates for verification before an appointment is confirmed.
- SALB reserves the right not to make an appointment to this position.
- Should you not receive feedback from SALB within thirty (30) days of the closing date, please consider your application unsuccessful.
- By submitting an application, applicants consent to SALB processing their personal information for recruitment, selection, verification and related employment purposes in accordance with applicable legislation.

SALB is committed to fair, transparent and equitable recruitment practices.