



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 3 September 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

REFERENCE : 2015/72/FS

POST : ASSISTANT LIBRARIAN

CENTRE : SUPREME COURT OF APPEAL: BLOEMFONTEIN

SALARY : R 103 494 –R 121 911 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification
- Relevant experience
- Knowledge for a legal library will be an added advantage.

SKILLS AND COMPETENCIES:

- Organizing
- Problem solving
- Customer care
- Interpersonal relations
- Computer literacy
- Numeracy
- Ability to work under pressure
- Language proficiency
- Communication Skills
- Research and planning skills
- Conflict management and Administrative skills.

KEY RESPONSIBILITY AREAS:

- Maintain relevant registers in the library and handle inquiries
- Render library administrative functions.
- Classify all publications and pack publications on the shelves.

- Assist with the quarterly library stock taking and asset verification process.
- Assist with the ordering and updating of all publications and library resources.
- Keep library statistics on a daily basis.
- Ensure the safekeeping of all library resources.
- Perform various administrative support services to all internal and external library stakeholders.

ENQUIRIES: Ms CA Martin ☎ (051) 412 7423

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Director, Supreme Court of Appeal, Private Bag X258, BLOEMFONTEIN, 9300 OR hand deliver to: The Supreme Court of Appeal, Corner President Brand and Elizabeth Street, BLOEMFONTEIN.


CLOSING DATE: 22 May 2015

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 1996, and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT