



**REPUBLIC OF SOUTH AFRICA**

**OFFICE OF THE CHIEF JUSTICE**

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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:** 2015/47/EC

**POST:** LIBRARIAN

**CENTRE:** HIGH COURT, GRAHAMSTOWN: EASTERN CAPE

**SALARY:** R183 348 – 216 084 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Bachelor's Degree or equivalent qualification three years tertiary qualification in Library and Information Science;
- Knowledge of and experience in electronic information resources and online retrieval skills;
- A minimum of two years library experience will be an advantage;
- Experience in a legal library will be an advantage.

**SKILLS AND COMPETENCIES:**

- Communication skills (verbal and written);
- Report writing skills;
- Computer Literacy (MS Office, Excel; Internet; In Magic)
- Research and planning skills;
- Problem solving skills;
- Interpersonal relations;
- Creative and analytical thinking skills;
- Customer orientation.

**KEY RESPONSIBILITY AREAS:**

- Manage library and information systems -
- Maintain and update library systems, e.g. *In Magic*
- Arrange for the implementation of the information system e.g. *Sabinet*, oversee and update with new databases
- Provide user friendly access to information systems

- Assist with book selection for chambers and library
- Order library material approved by Library Committee
- Catalogue, classify and index library material –
- Catalogue according to AACR2 and classify (in house systems). Capture on the *In Magic* system
- Assign subject headings according to *Subject Headings for the Literature of Law and International Law and Index to LCK Schedules*
- Maintain online authority files
- Provide reference and information services to judges
- and legal practitioners :
- Conduct literature searches on *Sabinet, Internet, Juta's e- publications and My LexisNexis;*
- Perform administrative and supervisory functions
- Supervise library personnel and conduct in service training.
- Participate in performance management
- Coordinate the binding of loose leaf publications
- Monitor library budget and give inputs to the library budget
- Identify training and development needs of colleagues
- Compile reports on library matters
- Accession all bound publications and assign barcodes
- Market and promote library services
- Index and file government gazettes
- Update loose leafed books
- Do stocktaking of the books in library and chambers
- Appointment as the Asset Controller of the library
- Responsible for the sub - libraries outside the court
- Operate library in line with the code library and other applicable prescripts
- Management as well as maintenance of the library including the physical structure

**ENQUIRIES:** Ms Dibuseng Mongoato ☎ (043) 702 7108/9

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 **OR PHYSICAL ADDRESS:** Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISLEHURST, EAST LONDON

**CLOSING DATE:** 07 April 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**