



**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:

POST: LIBRARIAN: 2015/67/WC

CENTRE: WESTERN CAPE HIGH COURT, CAPE TOWN

PACKAGE: R 183 438 - R216 084 per annum . The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A National Diploma / Degree in Library Science or an equivalent qualification.
- Knowledge of Library and Information Science matters, Prescripts and Legislation, procedure and processes , Library Services.
- A minimum of 2 years experience in Library and Information Systems
- Experience in a legal library will be an added advantage

SKILLS AND COMPETENCIES:

- Planning, Organizing and Control
- Good written and oral communication skills
- Problem Solving and Decision making skills
- Customer service
- Interpersonal Skills
- Information Technology
- Ability to work under pressure
- Language proficiency
- Conflict management
- Supervisory skills

KEY RESPONSIBILITY AREAS:

- Render an effective and efficient Library and Information services to the users of the library
- Manage the library and Information systems
- Assist with book selection for the Library and/ or Chambers
- Classify and Catalogue the Western Cape High Court Library Material
- Render reference and information service for the Western Cape High Court Library
- Monitor the library budget and give inputs to the library budget
- Market and promote the Library Services
- Perform Administration and Supervisory Service.

- Perform any other court related work required to improve the efficiency of the Western Cape High Court

ENQUIRIES: Ms M Baker ☎ 021-469 4012

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

The Provincial Head: Western Cape, Private Bag X9020, Cape Town, 8000 or
35 Keerom Street, Cape Town, 8000


CLOSING DATE: **15 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 EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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: HR