



**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 persons are required to capacitate the Office:

**REFERENCE** : 2015/16/EC

**POST** : LIBRARIAN

**CENTRE** : EASTERN CAPE HIGH COURT: PORT ELIZABETH

**SALARY** : R 183 438 –R 216 084 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- 3 year relevant Degree in Library or equivalent qualification
- At least 1 year working experience in Library
- Knowledge and experience of electronic information resources and online retrieval skills
- Experience in law of legal library will be an added advantage

**KEY RESPONSIBILITY AREAS:**

- Keeping statistics of daily activities and the compiling of incident iro work performance;
- Removing and arranging of repealed Acts and memorandums of objects
- Indexing of Bills
- Insertion of replacement pages in loose-leaf publications and Statutes of the RSA
- Administer and be responsible for library asset verification
- Maintenance of the Library material on the book shelves
- serial collection and physical materials
- Typing of lending cards, Kardex cards, library asset register ect.
- Registering library material on loan to library users
- Registering library material upon return to library
- Sending of reminders to library users
- Place library material back on the shelves
- Indexing of legal opinions,

- Journals ect;
- Requesting the writing-off of library material and compiling list
- Maintain Library statistics and the central legal register
- Conduct literature searches on internet
- Sabinet and Jutastat
- Conduct reactive/ proactive research on client's requests
- to assist SCM and Financial sections iro purchasing/ receipting of library materials
- Processing of new publications
- Provide accurate and updated information as may be amended by legislation

**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, CHISELHURST, EAST LONDON

**CLOSING DATE:** **20 February 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.

People with disability are encouraged to apply.

**HEAD: INTERGRATED HUMAN RESOURCES**