



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 23 August 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: 2016/115/OCJ

POST: LIBRARIAN

CENTRE: THE HIGH COURT OF SOUTH AFRICA GAUTENG LOCAL DIVISION
JOHANNESBURG

PACKAGE: R 211 194 –R 248 781 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 and Relevant three(3)years recognized qualification in Library or Information Science or equivalent ;
- Minimum of 2 years' experience in Library and Information Systems;
- Experience in legal experience will be an added advantage;
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Render an effective and efficient Library and Information services to the users of the Library;
- Deal with the library and Information Systems;
- Assist with book selection for the Library and/or Chambers;
- Classify and Catalogue the High Court Library material;
- Render reference and Information service for the 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;

SKILLS AND COMPETENCIES:

- Planning, Organising and Control;
- Good written and oral communication skills;
- Computer Literacy (MS Office, Internet and Inmagic);
- Research and planning skills;
- Problem solving and decision making skills;
- Interpersonal relations;
- Ability to work under pressure;

- Conflict Management;
- Supervisory skills;

ENQUIRIES: Ms Sharon Mnisi ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to: Quoting the relevant reference number, direct your application to: O CJ Provincial Head, Private Bag X07, **JOHANNESBURG**, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg ,12th Floor Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **20 May 2016**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa, 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 South Africa, 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. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

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 