



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 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** : 2016/186 /OCJ

**POST** : LIBRARIAN

**CENTRE** : LAND CLAIMS COURT JOHANNESBURG

**LEVEL** : 7

**SALARY** : 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 3-5 years' experience in Library and Information Systems;
- Experience in a legal environment will be an added advantage;

**KEY RESPONSIBILITY AREAS:**

- Render support service which provide information to clients in line with Batho Pele Principles.
- Render an accurate and current support services to clients in line with Batho Pele Principles by making information accessible through technology i.e. printed publications as well as electronic publications.
- Render a support service which provided information to clients by managing information by organising, retrieving, storing and disseminating information sources.
- Render an accurate support service to clients according to the code publications by organizing, storing and distribution information as well as updating loose leaf publications.
- Render a support service to clients by organizing, storing and retrieving judgements in printed as well as electronic format.

## **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: OCJ 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:** **29 July 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.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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** 