



**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 : 2016/198/OCJ

POST : LIBRARY ASSISTANT

CENTRE : NORTH WEST HIGH COURT: MAFIKENG

LEVEL : 4

SALARY : R 119 154.00 –R 140 361.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Grade 12 or equivalent qualification;
- Relevant experience and general knowledge for a legal library will be an added advantage.
- A valid driver's licence will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Proactively manage and perform all aspects of Law Library operations;
- Assist with tracking of Law Library collections;
- Track usage of online research database to ensure they are within the limits of the budget;
- Select and recommend potentially beneficial new acquisitions to the library committee;
- Annotations and updating of legislations;
- Circulation of legislation (Journals and Government Gazettes);
- Liaise with the publishers and address queries;
- Verify orders and file the library materials accordingly;
- Continuously review library collections for duplicate, obsolete or superseded materials;
- Keep Library registers;
- Perform any other administrative duties.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office);
- Good communication skills (written and verbal);
- Administration and organizational skills.

ENQUIRIES: Ms M Monkge (018) 397 7065

APPLICATIONS: The Provincial Head, Office of the Chief Justice Service Centre, Mafikeng High Court, Private Bag X2010, MMABATHO, 2735. Applications can also be hand delivered to Office of the Chief Justice, 22 Molopo Road, Ayob Building, MAHIKENG, 2745.

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

