



**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 : 2015/207/OCJ

POST : SENIOR LIBRARIAN

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

SALARY : R 196 278.00 –R 231 210.00 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 three years qualification;
- 2-3 years relevant experience;
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- All orders(books,equipment and furniture etc) for the library;
- In charge of all payments for the goods delivered and services rendered in the Library;
- Handle all correspondence and claims;
- Day to day running of the Library;
- Liase with the Chairman of the Library Committee on day to day matters;
- Conduct awareness campaigns on Library Service;
- Registration of new publications;
- Responsible for amending the entire loose leaf publications available in the Library;
- Provide accurate and updates information as may be amended by the legislation.

SKILLS AND COMPETENCIES:

- Communication skills (verbal and written)

- Report writing skills
- Computer Literacy (MS Office, Internet and Inmagic)
- Research and planning skills;
- Problem solving and planning skills;
- Interpersonal relations;
- Creative and analytical thinking skills;
- Customer orientation.

ENQUIRIES: Ms Sharon Mnisi ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg.

CLOSING DATE: **4 DECEMBER 2015**

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 candidates selected for SMS posts must undergo competency assessment test after the interview.

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

