



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 : **2016/151/OCJ**

POST : **ASSISTANT LIBRARIAN**

CENTRE : **EASTERN CAPE HIGH COURT: GRAHAMSTOWN**

LEVEL : **4**

SALARY : R 119 154 –R 140 361 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 certificate or equivalent qualification
- Valid code B drivers licence
- Experience in Law library will be an added advantage

KEY RESPONSIBILITY AREAS:

- Assist with the control and management of the library and resources in line with the library code and other applicable prescripts.
- Assist with ordering of library material approved by Library Committee.
- Assist in classifying, cataloguing and indexing library material.
- Update loose leafed publications
- Responsible for the sub-libraries outside the court
- Assist with running and maintenance of the library including the physical structure
- Arrange binding of loose leaf publications
- Provide assistance with information to Judges, Legal practitioners and colleagues
- Conserve a good atmosphere in the library with user friendly access to information systems
- Do asset controller and stocktaking duties of the library
- Assist with compiling of reports on library matters

SKILLS AND COMPETENCIES:

- Computer Literacy
- Communication Skills
- Report writing skills
- Research and planning skills
- Problem solving skills
- Good Interpersonal relations
- Creative and analytical thinking skills
- Customer oriented

ENQUIRIES : **Ms N Biko ☎ (043) 726 8580**

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, CHISLEHURST, EAST LONDON

CLOSING DATE: **03 JUNE 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 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 