



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 : 2016/267/OCJ

POST : LIBRARIAN

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

SALARY : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A National Diploma/Degree in Library Science or equivalent qualification;
- Knowledge of Library and Information Science;
- Prescripts and legislation, procedure and processes, Library Science;
- Minimum of two years' experience in Library and information systems;
- Experience in a legal Library will be an added advantage.

COMPETENCIES:

- Planning, organizing and control;
- Communication skills (verbal and written);
- Good interpersonal relations;
- Decision making skills;
- Information Technology;
- Ability to work under pressure;
- Language Proficiency;
- Conflict management;
- Supervisory skills.

KEY RESPONSIBILITY AREAS:

- Render an effective and efficient Library and Information services to the users of the library;
- Manage the library and information system;
- 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.

ENQUIRIES: Ms S Mnisi ☎ (011) 335 0284 and Mr H Sithole ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X 07,
JOHANNESBURG 2000. Applications can also be hand delivered to High Court
of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and KrUIS
Street: Johannesburg

CLOSING DATE: **2 September 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

