



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 3 September 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 is required to capacitate the Office:

REFERENCE: 2015/78/GP/OCJ

POST: DEPUTY DIRECTOR: LIBRARY SERVICES

CENTRE: GAUTENG HIGH COURT: JOHANNESBURG

PACKAGE: R532 278 – R627 000 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- BBibl degree **OR** a B degree with a Diploma in Library and Information Science, **AND** A qualification in law **OR** 3 years' experience in a Law Library
- 5 years' experience in an appropriate library as a qualified librarian, and managing staff
- Interpersonal skills and appropriate language and communication skills
- Experience in the use of IT to deliver information
- Sound knowledge of MS Office (ie. MS Word, Excel & PowerPoint)
- Hands on experience with Library OPAC systems, Sabinet Legal Products, LexisNexis Electronic products as well as Jutastat.

SKILLS AND COMPETENCIES:

- Good Classification, Cataloguing and Indexing Skills
- Must be able to work confidently under pressure.
- Must be able to work in a team
- Ability to interact with users
- Must have initiative with the ability to prioritise
- Must have a sense of responsibility

DUTIES:

- Professional management and control of human and financial resources of the component;
- Maintenance and development of legal information resources
- Undertake research queries to internal and external users
- Cataloguing, classification and indexing using a Library system
- Training of staff and users in the use of information resources
- Maintenance and management of serial and loose-leaf subscriptions

- Acquisitions of books and other materials to support the programme of the Court
- Management of information resources – electronic and print
- Create and organize an online catalogue/ intranet and other internal systems for retrieval of information.
- Provide a Current Awareness Service to primary users to inform them of new legislation, articles and cases
- Responsible for budgetary matters;
- Effectively and efficiently correspondence with various stakeholders;
- Ensure a proper archival and library service within the department;
- Develop delegations relating to Archival and Library matters (as prescribed by the Departmental Codified Institutions)
- Formulate policy documents and write standard operating procedures;

ENQUIRIES: Ms L Netshitomboni ☎ (011) 335 0392

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, Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **26 JUNE 2015**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

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.

People with disability are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES