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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 OCJ:

REFERENCE : 2018/165/OCJ

POST : DEPUTY DIRECTOR: LIBRARY SERVICES

CENTRE : GAUTENG DIVISION PRETORIA

LEVEL : 11

SALARY : R 697 011.00 – R 821 052 .00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A National Diploma/ B Degree in Library and Information Science;
- 5 years' experience as a qualified librarian and 3 years' experience in a Law Library or legal experience will be an added advantage.
- 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.

KEY PERFORMANCE AREAS:

- 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 T Mbalekwa (011) 335-0404.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg.

CLOSING DATE: **27 JULY 2018**

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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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). Successful candidates should note that in terms of Regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of State or be a director of a public or private company conducting business with an organ of State. 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 

