

KEY PERFORMANCE AREAS

- Assist with the management and control of the Library and its resources in line with the library code and other applicable prescripts.
- Assist the ordering of library material approved by the Library Committee.
- Assist in classifying, cataloguing and indexing library material.
- Update loose leaf publications.
- Responsible for the sub-libraries outside the Court.
- Assist with running and maintenance of the library including the physical structure.
- Arrange for the binding of loose leaf publications.
- Conduct asset verification and stocktaking.
- Carry boxes on delivery of books to Judges Chambers.
- Assist with compiling of reports on library mater.

ENQUIRIES: **Ms S Ruthven Tel No: (053) 807 2733**

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver application to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.

CLOSING DATE: **14 February 2020**

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.

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 a competency assessment 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.

We welcome applications from persons with disAbilities 

