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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/s are required to capacitate the Office:

POST	LIBRARIAN (2 POSTS)
CENTRE	HIGH COURT, WESTERN CAPE DIVISION (CAPE TOWN), REF NO: 2021/21/OCJ MPUMALANGA HIGH COURT DIVISION, REF NO: 2021/22/OCJ
LEVEL	7
SALARY	R 257 508.00 per annum plus. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three-year National Diploma/Degree in Library Science/ Information Science or equivalent qualification.
- Minimum of two (2) years' experience in Library and information systems.
- Knowledge of Library and Information Science matters.
- Knowledge of library prescripts, legislation, procedures, processes and library services.
- Experience in legal library will be an added advantage.

SKILLS AND COMPETENCIES:

- Good written and oral communication skills.
- Planning, organising and control.
- Computer Literacy (Microsoft Office).
- Analytical thinking.
- Problem solving and decision making skills.
- Customer service.
- Interpersonal skills.
- Information technology.



- Ability to work under pressure.
- Language proficiency.
- Conflict management and supervisory skills.

KEY PERFORMANCE AREAS:

- Render an effective and efficient library and information service to the users of the library and chambers.
- Manage the library and information systems.
- Assist with book selection for the library and chambers.
- Classify and catalogue the Western Cape High Court library material.
- Render reference and information services for the Western Cape High Court Library.
- Monitor the library budget and give inputs to the library budget.
- Market and promote library services.
- Perform administration and supervisory services.
- Perform any other court related work required to improve the efficiency of the Western Cape High Court.

ENQUIRIES: **Ms M Baker/ Ms L Adams Tel No: (021) 469 4000 - Western Cape**
Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000 - Mpumalanga

APPLICATIONS: **Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018 or hand deliver applications to 30 Queen Victoria Street, Cape Town.

Mpumalanga: Quoting the relevant reference number, direct your application to: The Deputy Director: Human Resource Management, Private Bag X20051, Mbombela 1211. Applications can also be hand deliver to Mpumalanga Division of the High Court, Office of Chief Justice, Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

CLOSING DATE: **12 MARCH 2021**

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 the new form Z83, obtainable from any Public Service Department. (www.dpsa.gov.za-vacancies/ www.judiciary.org.za). Received applications using the incorrect application for employment (old Z83) will not be considered. 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 

