



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

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Sub-Office File 2/1/5

2 June 2008

**VACANCIES
(Regional Office File 6/4/2/1)**

REFERENCE: 08/106/EC

POST: LIBRARIAN

CENTRE: HIGH COURT, PORT ELIZABETH

SALARY: R85 362 – R99 108 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor's degree in Library and Information studies or equivalent qualification;

The following will serve as an added advantage:

- Knowledge of the Financial Management Act;
- Administrative and managerial experience in the library.

Skills and competencies:

- Computer literacy (MS Word; Sabinet; Inmagic DB; ILL);
- Communication (verbal and written);
- Ability to work under pressure;
- Good interpersonal relationship.

DUTIES:

- All orders (books, equipment, furniture, etc);
- In charge of all payments for goods delivered and services rendered in the Library;
- Handle all correspondence and claims;
- Day to day running of the Library;
- Liaise with the Chairman of the Library committee on day to day matters;
- Conduct awareness campaigns on Library service;
- Processing of new publications;
- Responsible for amending the entire loose leaf publications available in the Library;
- Provide accurate and updated information as may be amended by legislation;
- In charge of setting up the annual budget for the library.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ENQUIRIES: Mr. P Hattingh ☎ (043) 7027000.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X9065, East London, 5200.

CLOSING DATE: **23 June 2008**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of 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.

Correspondence will be limited to short-listed candidates only. 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 this position.

DIRECTOR: HUMAN RESOURCES: REGIONAL OFFICE, EAST LONDON