



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 15th Floor Carlton Centre, Commissioner
Street, JOHANNESBURG
Tel (011) 223 7600, Fax (011) 331 1062

Sub-Office File 2/1/5

31 July 2008

REFERENCE: 07/217/GP

POST: SENIOR LIBRARIAN

CENTRE: HIGH COURT JOHANNESBURG

SALARY: R 117 501 – R 136 419 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Relevant three year recognized qualification in Library or Information Science or an equivalent three year qualification;
- Two years relevant experience in a Library;
- Administrative and Managerial experience in a Library;
- Knowledge in Management Finance as the incumbent will be in charge of setting up the annual budget for the Library

Skills and Competencies:

- Communication skills (verbal and written);
- Report writing skills;
- Computer Literacy (MS Office, Internet and Inmagic);
- Research and planning skills;
- Problem solving and planning skills;
- Interpersonal relations;
- Creative and analytical thinking skills;
- Customer orientation.

DUTIES:

- Procurement of books, equipment, and furniture. etc for the Library;
- 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
- Registration 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 the legislation
- Supervise staff in the new unit.

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT**

ENQUIRIES: Ms. D Mngomezulu 📞 (011) 332 8000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000

CLOSING DATE: 25 August 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. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV 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. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE