



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE: LIMPOPO

Private Bag X 9526, POLOKWANE, 0700 - 92 Bokstreet, POLOKWANE, 0699.
Tel no 015-2872097/2975524/30/31/32, Fax no 015-2872163

Sub-Office File 2/1/5

30 June 2008

VACANCY CIRCULAR LETTER

REFERENCE: 30/08/LMP

POST: SNR LIBRARY ASSISTANT

CENTRE: REGISTRAR OF THE HIGH COURT: THOHOYANDOU

SALARY: R58 290 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Two years Library Experience

Skills and Competencies:

- Computer literacy(MS Office);
- Good Communications Skills(written and verbal);
- Administration and organisational skills;

DUTIES:

- Proactively manage and perform all aspects of law library operations;
- Assist with tracking of Law Library collections;
- Track usage of online research database to ensure they are within the limits of the budget;
- Select and recommend potentially beneficial new acquisitions to the library committee;
- Annotations and updating of legislations;
- Circulation of legislations (Journals and Government Gazettes);
- Liaise with the publishers and address queries;
- Verify orders and file the library materials accordingly;
- Continuously review library collections for duplicate, obsolete or superseded materials;
- Keep Library registers;
- Perform any other administrative duties.

ENQUIRIES: Ms E Kotze ☎ 015 287 2040

APPLICATIONS: Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 **OR Physical address:** Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

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

CLOSING DATE: 21 July 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 (where applicable). **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 the closing date of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. No e-mailed, late or faxed applications will be accepted.

**DEPUTY DIRECTOR: HUMAN RESOURCE
REGIONAL OFFICE: LIMPOPO**