



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

08 February 2008

VACANCIES
(Head Office File 6/4/2/1)

REFERENCE: 08/02/LAS

POST: SENIOR LIBRARIAN

CENTRE: OFFICE OF THE CHIEF STATE LAW ADVISER, CAPE TOWN

SALARY: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor's Degree or equivalent three years tertiary qualification in Library and information Science.
- Knowledge of and experience in electronic information resources and online retrieval skills.
- A minimum of two years library experience.
- Experience in a legal library will be an advantage

Skills and Competencies:

- Communication skills (verbal and written).
- Report writing.
- Computer literacy.
- Research and planning skills.
- Problem solving and planning skills.
- Interpersonal skills.
- Creative and analytical thinking skills.
- Customer orientation.

DUTIES:

- Establish and manage a library within the office of the Chief State Law Adviser.
- Keep library statistics on a daily basis.
- Insert replacement pages in the loose-leaf publications and statutes of RSA
- Bind and index Bills.
- Answer complicated enquiries
- Conduct literature searches on internet, Jutastat, Lexis Nexis, Citrix.
- Administer the library stock taking.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ENQUIRIES: C Booysse / A Johaar (021) 441 4900

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.
OR
Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE: 03 March 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