



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

22 August 2008

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

REFERENCE: 08/320/LAS

POST: PRINCIPAL LIBRARIAN

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

SALARY: R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor' degree/B Tech Library and Information Science qualification;
- Three years experience in a legal/law library;
- Knowledge of and experience in electronic information resources and online retrieval skills;
- Code 8 (EB) driver's license

Skills and Competencies:

- Communication (written and verbal)skills;
- Report writing skills;
- Supervision and leadership skills;
- Computer literacy (Ms Office, Internet and imagic);
- Research and planning skills;
- Problem solving and planning skills;
- Interpersonal relations skills;
- Creative and analytical thinking skills;
- Customer service orientation;
- Assertiveness and decisiveness.

DUTIES:

- Supervise the Library personnel;
- Catalogue all publications according to Anglo-American Cataloguing Rules (AACR);
- Classification of all publications (In-house classification systems);
- Index with "subject headings for the literature of law and International Law and index to LCK Schedules (in terms of a thesaurus of law subject terms) ;
- Process all catalogued materials;

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

- Conduct literature searches on Sabinet, Internet, Jutastat and My LexisNexis;
- Conduct in-service training of library personnel;
- Note amendments of the loose-leaf publications, journals and publications in the kardex (Z225 cards) as well as the commencement dates of the RSA Acts at the Acts;
- Evaluation of new publications for purchasing
- Accession of publications in the accession register (J542);
- Administer the library stock taking;
- Identify amendments on the Government Gazettes;
- Handle library correspondences;
- Renew annual standing orders (loose-leaf publications, journals and serials)
- Receive, control and rectify all invoices and record all amounts on an invoice book (for library budgetary control);
- Prepare the binding of publications.

ENQUIRIES: Mr G Masingi ☎ (012) 357 1893

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: 15 September 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 completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and 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 South Africa, 1996 (Act No. 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No. 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

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