



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 3 September 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

REFERENCE: 2015/27/FS

POST: ADMINISTRATION CLERK (DCRS)

CENTRE: BLOEMFONTEIN HIGH COURT: FREE STATE

PACKAGE: R 123 738 –R 145 758 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification
- Appropriate experience in general administration or court related functions with regards to court recording and/or case flow management

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office)
- Knowledge of document filing
- Good communication skills (written and verbal)
- Good interpersonal relations
- Ability to work under pressure and solve problems
- Customer services

KEY RESPONSIBILITY AREAS:

- To perform digital recording of court proceedings and ensure integrity of such documents.
- Operate and provide support to court systems, e.g. E-Scheduler/ Integrated Case Management Systems (ICMS).
- Maintenance of criminal record books and charge sheets, writing and tracing of summonses.
- Writing of witness fees book.
- Completion and issuing of committal warrants and warrants of arrest.
- Provide administrative support in general court and case flow management.
- Completion of case document (Charge sheet) and other court documents.
- Document scanning, data capturing, etc.
- Provide any other administrative support as required by the judiciary, Court Manager and/ or Supervisor.

ENQUIRIES: Ms MA Luthuli 📞 (051) 407 1800

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20578, BLOEMFONTEIN, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301.

CLOSING DATE: 6 March 2015

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 1996, and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief 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 Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

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.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT