



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 23 August 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 : 2016/156/OCJ

POST : ADMINISTRATION CLERK: RECEPTIONIST

CENTRE : HIGH COURT POLOKWANE

LEVEL : 5

SALARY : R 142 461 – R 167 814 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification
- Demonstrate a sound understanding of the PFMA, Treasury Regulations, Supply Chain Management guidelines and other related prescript.
- Knowledge of the Batho Pele Principles and how to implement.
- Knowledge of the Public Sector Act and Public Service Regulations.
- 0 – 2 years relevant experience

SKILLS AND COMPETENCIES:

- Computer literacy
- Good communication skills (verbal and written)
- Ability to work under pressure
- Customer service
- Interpersonal relations
- Knowledge of document management and filing

KEY RESPONSIBILITY AREAS:

- Greet visitors and refer them to appropriate office or person
- Respond to visitor's questions professionally and courteously
- Perform basic data entry when needed.
- Receive and register any official documents
- Maintain reception area clean and organized
- Notify Security Officer of emergency situation;
- Render support services to case flow management;
- Rendering of efficient and effective support services to the court;
- Attend and oversee to general public enquires/correspondence;
- Store and keep court records safely.
- Perform any other official duties as requested by the supervisor.

ENQUIRIES: Ms E Kotze 📞 (015) 230 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or Physical Address: High Court Of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699

CLOSING DATE: **17 June 2016**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa, 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 South Africa, 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. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

