



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 persons are required to establish the Office:

**POST : CONTRACT ADMINISTRATION CLERK (LEGAL)
(CONTRACT VALID UNTIL 31 MARCH 2018)**

TOTAL POSTS : 37

SALARY : R 152 862.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12

The following will serve as an added advantage;

- An LLB degree or four (4) year recognized legal qualification;
- 0 – 2 years relevant experience.

SKILLS AND COMPETENCY:

- Research skills
- Communication skills (verbal and written)
- Minute taking skills
- Time management skills
- Good reporting skill
- Creative and analytical thinking skills
- Computer literacy

KEY RESPONSIBILITY AREAS:

- Conduct legal research for the Regional Court President / Chief Magistrate
- Provide secretarial and administrative functions to the Regional Court President / Chief Magistrate
- Compilation of statistics
- Case Flow Management
- Assisting Regional Court Registrars

Clearly mark your application, by quoting the relevant reference number and area of placement.
 Separate applications to be completed for each reference number.

REGIONAL COURTS		
CENTRE	NUMBER OF POSTS	REFERENCE NO
RC: JOHANNESBURG	2	REF NO: 2017/146/OCJ
RC: PORT ELIZABETH	2	REF NO: 2017/147/OCJ
RC: CAPE TOWN	2	REF NO: 2017/148/OCJ
RC: KIMBERLEY	2	REF NO: 2017/149/OCJ
RC: DURBAN	2	REF NO: 2017/150/OCJ
RC: MMABATHO	2	REF NO: 2017/151/OCJ
RC: NELSPRUIT	2	REF NO: 2017/152/OCJ
RC: POLOKWANE	2	REF NO: 2017/153/OCJ
RC: BLOEMFONTEIN	2	REF NO: 2017/154/OCJ
DISTRICT COURTS		
CENTRE	NUMBER OF POSTS	REFERENCE NO
MC: Johannesburg	1	REF NO: 2017/155/OCJ
MC: Pretoria	2	REF NO: 2017/156/OCJ
MC: Bloemfontein	2	REF NO: 2017/157/OCJ
MC: Welkom	2	REF NO: 2017/158/OCJ
MC: Mmabatho	1	REF NO: 2017/159/OCJ
MC: Port Elizabeth	1	REF NO: 2017/160/OCJ
MC: Grahamstown	1	REF NO: 2017/161/OCJ
MC: Umthatha	1	REF NO: 2017/162/OCJ
MC: Kuilsriver	1	REF NO: 2017/163/OCJ
MC: Goodwood	1	REF NO: 2017/164/OCJ
MC: Randburg	2	REF NO: 2017/165/OCJ
MC: Polokwane	1	REF NO: 2017/166/OCJ
MC: Kimberley	1	REF NO: 2017/167/OCJ
MC: Pietermaritzburg	2	REF NO: 2017/168/OCJ



ENQUIRIES : Ms S Nakool ☎ (010) 493 2500

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 MARSHALLTOWN, 2107 OR Hand deliver to No188, 14th Road Noordwyk, MIDRAND

CLOSING DATE: 17 October 2017

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 candidates selected for SMS posts must undergo competency assessment test after the interview.

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 

