



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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:

**POST** : STATISTICAL OFFICER (10 POSTS)

**NOTE** : SEPARATE APPLICATIONS TO BE COMPLETED FOR EACH POST (QUOTE THE RELEVANT REFERENCE NUMBER)

**CENTRE** : EASTERN CAPE (2 POSTS)  
BISHO (1) - 2016/19A/OCJ  
PORT ELIZABETH (1) -2016/19B/OCJ

NORTH WEST (1) -2016/20/OCJ

FREE STATE (SCA)(1) - 2016/21/OCJ

LIMPOPO (1) – 2016/22/OCJ

KWAZULU NATAL (2) – 2016/23/OCJ

NORTHERN CAPE (1) – 2016/24/OCJ

WESTERN CAPE (1) – 2016/25/OCJ

GAUTENG: LABOUR AND LABOUR APPEAL COURT (1)- 2016/62/OCJ

**LEVEL** : 8

**SALARY** : R 243 747.00 - R 287 121.00 per annum. The successful candidate will be required to sign a Performance Agreement.

**REQUIREMENTS:**

- BA or BSc degree or equivalent qualification;
- Atleast 3 years' experience in Statistical Analysis;

- Knowledge of relevant policies, strategies, statistics analysis and Reporting;
- A valid Code B driver's licence.

#### **KEY RESPONSIBILITY AREAS:**

- Design and develop data collection systems and survey instruments;
- Provide effective people management;
- Capture available data from source documents as requested;
- Process information and data from a specific to Region.
- Collate, analyse and interpret statistics and prepare a report for the Judge President;
- Analyze data by identifying trends and patterns specific to the Region.
- Make recommendations based on the analysis of the statistics for a specific to division.
- Produce first line report that are practical, accurate and reliable.
- Create and maintain a database on a monthly, quarterly bi-annual and annual basis for the Division.
- Verify the data obtained from sources (sub-offices).
- Apply standing instructions, policies and procedures/guidelines for the interpretation of data in the Region.
- Train employees in the Region on how to read, understand and utilize the generated reports.
- Indirectly oversee the monthly submission of data by court administration personnel and project members in the Region.

#### **SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office, SPSS & SAS Software);
- Analytical skills;
- Good communication skills (written and verbal);
- Project Management skills;
- Interpersonal skills;
- Numerical skills;
- Ability to work under pressure.

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

**EASTERN CAPE:** The OCJ Provincial Head, Private Bag X 9065, EAST LONDON 5200 OR hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, EAST LONDON. Enquiries: Ms N Biko (043) 702 7000

**GAUTENG:** The OCJ Provincial Head, Private Bag X07, JOHANNESBURG, 2000 OR can be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG. Enquiries: Ms Paulina Chauke ☎ (011) 335 0211.

**NORTH WEST:** The OCJ Provincial Head, Private Bag X2033, MMABATHO, 2735 OR can be hand delivered to: Office of the Chief Service Centre, 22 Molopo Road, Ayobo Gardens, MAFIKENG. Enquiries: Ms M Monkge (018) 397 7000.

**FREE STATE (SCA):** The Director, Supreme Court of Appeal, PO Box 258, BLOEMFONTEIN, 9300 OR hand deliver to: The Supreme Court of Appeal, Corner President Brand and Elizabeth Streets, BLOEMFONTEIN. **ENQUIRIES:** Ms CA Martin (051) 412 7423.

**LIMPOPO:** The OCJ Provincial Head, Private Bag X9693, **POLOKWANE** 0700 OR can be hand delivered to: Office of the Chief Justice, No 36 Biccard Street, POLOKWANE 0700. Enquiries: Ms N Phadziri (015) 230 4000/3008.

**KWAZULU-NATAL:** The OCJ Provincial Head, Private Bag X54372, DURBAN, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000. Enquiries: Ms L Marrie (031) 372 3109.

**NORTHERN CAPE:** The OCJ Provincial Head, Private Bag X 5043, KIMBERLY, 8300 OR can be hand delivered to: High Court, Sol Plaatje Drive, Room B107 KIMBERLY. Enquiries: Ms S Ruthven (053) 807 2700.

**WESTERN CAPE:** The OCJ Provincial Head, Private Bag X 9020, CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom street, CAPE TOWN. Enquiries: Ms M Baker (021) 469 4000.

**CLOSING DATE: 19 FEBRUARY 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 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**

