



**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:

**REFERENCE** : 2016/60/OCJ

**POST** : ADMINISTRATION CLERK (DCRS)

**LEVEL** : 5

**CENTRE** : LABOUR AND LABOUR APPEAL COURT: JOHANNESBURG

**SALARY** : R 132 399.00 –R 155 961.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Senior Certificate or equivalent qualification.
- Previous Admin experience will serve as an added advantage.

**KEY RESPONSIBILITY AREAS:**

- Operating the recording machine and recording of Court proceedings,
- Preparing and setting up the recording machine,
- Make sure that the recording machine is functioning properly,
- Make sure that all microphones are receiving the voices properly,
- Report any malfunctioning machines,
- Make sure the recording machine is on before the Court starts,
- Make sure that all voices are audible,
- Exporting of all cases,
- Download proceeding on RW-CD,
- Keep record of all the requests made for transcription names of the Judges, Applications, Respondents, attorneys advocates interpreters, witnesses must be properly recorded for every case on the roll,
- Record of time spent in Court ,per case,

- Performing clerical and administrative work relating to Labour and Labour Appeals Court,

**SKILLS AND COMPETENCIES:**

- Computer literacy MS Office;
- Good Communication skills (verbal and written);
- Interpersonal relations accuracy and attention to detail.

**ENQUIRIES:** Ms Paulina Chauke ☎ (011) 335 0211

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Service Centre GAUTENG, Office of the Chief Justice, Gauteng Region, Private Bag X07, **JOHANNESBURG**, 2000. Applications can also be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG.

**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**

