



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 : 2016/120/OCJ

POST : CONTRACT POOL ADMINISTRATION CLERK (DCRS)

CENTRE : GAUTENG LOCAL DIVISION JOHANNESBURG (2 POSTS) until 2017/03/31

SALARY : R 132 399.00 – R 155 961.00 (All inclusive). 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 regard to court recording and/ or case flow management
- Willingness to travel to circuit courts
- Drivers licence will be strong recommendations
- Understanding of confidentiality in Government

KEY RESPONSIBILITY AREAS:

DUTIES:

- The successful candidate will be required to travel to circuit courts or assist Labour Court;
- Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof;
- Record court proceedings;
- Provide administrative support in general court and case flow management
- Provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor

SKILLS AND COMPETENCIES:

- Computer Literacy (MS Office)
- Good communications skills (written and verbal);
- Good interpersonal skills, good public relations skills
- Ability to work under pressure and solve problems
- Customer services
- Document management

ENQUIRIES: Ms S Mnisi ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice, Gauteng Region, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruijs Street: Johannesburg.

CLOSING DATE: **13 May 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. 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 