



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 3 September 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 is required to capacitate the Office:

**REFERENCE:** 2015/118/OCJ

**POST:** ASSISTANT DIRECTOR: RECORDS

**CENTRE:** HEAD OFFICE: JOHANNESBURG

**SALARY:** R 288 135 – R 348 063 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- An appropriate B degree/National Diploma or equivalent qualification on NQF level 6 plus two (2) to five (5) years' experience in Registry environment.
- Sound knowledge of National Archive Act, Regulations and Standards.
- Sound knowledge of document referencing and different filing systems.
- Experience in implementation of document referencing system.
- Experience in development of registry procedure manual.
- Experience in management of auxiliary services (coordination of meetings, minutes taking, household services such as telephone services and reception services).

**KEY RESPONSIBILITY AREAS:**

- Provide technical assistance with the development and maintenance of OCJ's records management system, policy and procedures.
- Analyse the OCJ's record management needs and supervise the provisioning of records management solutions.
- Ensure updating, maintenance and implementation of the integrated file plan for the OCJ and linked solutions.
- Management of auxiliary services. Ability to work independently and meet deadlines.
- Ability to attend to detail and ensure the correctness of information.
- Good communication and problem solving skills and facilities administration.

**We welcome applications from persons with disAbilities**

**ENQUIRIES:** Ms Mothei ☎ (011) 838 2010

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg

**CLOSING DATE:** **24 JULY 2015**

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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.

People with disability are encouraged to apply.

**HEAD: INTERGRATED HUMAN RESOURCES**