



**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 : 2016/187/OCJ

POST : TYPIST

CENTRE : FREE STATE HIGH COURT: BLOEMFONTEIN

LEVEL : 4

SALARY : R 119 154.00 –R 140 361.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification with typing as a passed subject;
- Two (2) years relevant experience;
- Minimum typing speed of 35 wpm;
- An appropriate word processing course successfully completed;
- Short-listed candidates will be required to pass a typing test.

KEY RESPONSIBILITY AREAS:

- Type reports and court orders;
- General Correspondence;
- Answer telephone and take messages;
- Type all judgments and any other correspondence;
- Assist with research on citations;
- Compile statistics on judgments;
- Type all the required court rolls;
- Report all delivered judgment for publication
- Render any other duties as directed by the Court Manager

SKILLS AND COMPETENCIES:

- Computer literacy (MS Word)
- Accuracy and attention to details;
- Ability to work under pressure.
- Good communication skills (written and verbal);

ENQUIRIES: Mr B Moeketsi ☎ 051 4071800

APPLICATIONS: The Provincial Head, Office of the Chief Justice, Free State High Court, Private Bag X20612, BLOEMFONTEIN, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice, Free State High Court, Corner: President Brand and Fontein Streets, BLOEMFONTEIN, 9301.

CLOSING DATE: 29 July 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

