



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 service of the following dynamic person is required to capacitate the Office:

REFERENCE: 2015/173/NW/OCJ

POST: ADMINISTRATION CLERK (DCRS)

CENTRE: NORTH WEST HIGH COURT: MMABATHO

PACKAGE: R 132 399-R 155 961 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Grade 12 or equivalent qualification.
- Appropriate experience in court related functions with regards to court recording and / or case flow management.

KEY RESPONSIBILITY AREAS:

- The maintaining of criminal records books and charge sheets.
- The writing and tracing of summons.
- The writing of witness fees books.
- The completing and issuing of committal warrants and arrest warrants.
- The rendering of court requirements.
- The rendering of assistance in general case flow management.
- The recording of court proceedings.
- Filling of cases (Charge sheets).
- Manage digital recording of court proceedings ensure integrity of records.
- Provide any administration support as required by the relevant court manager or supervisor.
- Operate and provide support to court system, e.g. e-scheduler, video demands, documents scanning.

SKILLS AND COMPETENCIES:

- Good communication skills (verbal and written);
- Computer literacy (MS Word and Excel);
- Administration and organisational skills;
- Ability to work under pressure;

- Sound interpersonal relations;
- Good filing skills;
- Accuracy and attention to details.

ENQUIRIES: Ms ME Monkge at ☎ (081) 397 7065

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

The Regional Head: Office of the Chief Justice, Private Bag X2033, **MMABATHO**, 2735 or hand deliver at 22 Molopo Road, Ayob Gardens, Mafikeng.


CLOSING DATE: **30 OCTOBER 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.

We welcome applications from persons with disAbilities 

CHIEF DIRECTOR: CORPORATE SERVICES: HR