



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 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 : **2015/143/GP/OCJ**

POST : **ADMINISTRATION CLERK (DCRS)**

CENTRE : **LABOUR AND LABOUR APPEAL COURT: DURBAN**

SALARY : R132 399- R155 961 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.

Skills and Competencies

- Computer literacy.
- Excellent communication (verbal and written).
- Interpersonal relations.
- Accuracy and attention to detail.

DUTIES:

- 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/Labour Appeal Court

ENQUIRIES: Ms. Netshitomboni Lutendo 📞 (011) 335 0392

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg, 12th floor Cnr. Prichard and Kruis Street: Johannesburg.


CLOSING DATE: **04 September 2015**

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 Personal Suitability checks (criminal record, citizenship & financial / asset record checks (only applicable to posts relating to Finances) qualification and employment verifications. 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: HUMAN RESOURCE MANAGEMENT