



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 are required to capacitate the Office:

REFERENCE : 2015/134/OCJ

POST : IT TECHNICIAN (LEVEL 7)

CENTRE : NATIONAL OFFICE: JOHANNESBURG

SALARY : R 196 278 - R 231 210 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS

- A relevant 3 year ICT related qualification or a relevant qualification at NQF 6 or Certificate in MCSA and/or MCSE and/or (A+ and N+).
- At least 3 years' experience in an IT Environment.
- At least 2 years working experience as a software application support technician in an enterprise environment.
- Advanced troubleshooting skills on Windows XP, Windows 7 and Microsoft Office 2007/2010.
- Excellent working experience on the following enterprise applications: Microsoft server 2008, Active Directory, Microsoft Active Directory Rights Management Server, Microsoft End Point Protection, Microsoft Project Server and the Microsoft System Management Suite of applications.
- Working knowledge of IT Hardware equipment such as Servers, Routers, Switches and Network Cabling.

KEY RESPONSIBILITIES

- Provide day to day IT Software applications and IT hardware support services.
- Perform installations, configurations, upgrades and testing of IT software applications and IT hardware equipment.
- Troubleshoot and resolve IT software applications and IT hardware related problems.
- Handle all logged calls accurately and timeously as per Service Legal Agreement.
- Record incidents to ensure that there are no lost incident requests.
- Ability to prioritize on workload.

- Participate in IT related projects within the Office of the Chief Justice.

ATTRIBUTES

- Good communication and customer service orientation.
- Analytical
- Time management
- Problem solving
- Display of initiative
- Ability to adapt and meet strict deadlines
- Ability to thrive under pressure
- A sense for attention to detail.

COMPETENCIES

- IT software application support.
- IT hardware support.
- Project management.

ENQUIRIES : **MR A MAHOLELA (011) 838 2010**

APPLICATIONS : Quoting the relevant reference number, direct your application to:
The Director: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, 000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, E dura House 41 Fox Street, Johannesburg

CLOSING DATE : **4 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. Successful candidates may be required to undergo security clearance.

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 will also be subjected to security clearance processes to security clearance processes.

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

CHIEF DIRECTOR CORPORATE SERVICES

We welcome applications from persons with disAbilities 