



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 establish the Office:

**REFERENCE:** 2015/130/GP/OCJ

**POST:** STATISTICAL ANALYSIS AND REPORTING

**CENTRE:** GAUTENG HIGH COURT: JOHANNESBURG

**SALARY:** R243 747 - R287 121 Per Annum. The Successful Candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12; A degree in Statistics or equivalent qualification.
- At least 3 years' experience in Statistical Analysis;
- Knowledge of relevant policies, strategies, statistical analysis and Reporting;
- Data Collection, Information processing or related fields will be an advantage;

**RECOMMENDATION:**

- A valid code B driver's license.

**SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office, SPSS & SAS Software);
- Analytical skills;
- Good communication skills (written and verbal);
- Project Management skills
- Interpersonal skills
- Numerical skills.
- Ability to work under pressure.

**DUTIES:**

- Design and develop data collection systems and survey instruments;
- Provide effective people management;
- Capture available data from source documents as requested;
- Process information and data from a specific Division of the High Court.
- Collate,analyse and interpret statistics and prepare a report for the Judge President.
- Analyse data by identifying trends and patterns specific to the Division.
- Make recommendations based on the analysis of the statistics for a specific Division.
- Produce first line reports that are practical,accurate and reliable.
- Create and maintain a database on a monthly,quarterly bi-annual and annual basis for the Division.
- Verify the data obtained from sources(sub-offices)
- Apply standing instructions,policies and procedures/guidelines for the generated reports.
- Indirectly oversee the monthly submission of data by Court administration personnel and project members of relevant projects in the Division.

**ENQUIRIES:** 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,12<sup>th</sup> Floor , Cnr. Prichard and Kruis 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. 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**