



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 : 2016/282/OCJ

POST : ADMINISTRATION CLERK (DCRS)

CENTRE : LABOUR COURT DURBAN

LEVEL : 5

SALARY : R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 Certificate or equivalent;
- 0-2 years relevant experience.

SKILLS AND COMPETENCIES:

- Good communication skill (written and verbal);
- Knowledge of document filing;
- Computer literacy ;
- Ability to work under pressure and solve problems;
- Attention to detail;
- Excellent numerical skills.

KEY RESPONSIBILITY AREAS:

- To test all digital systems;
- To ensure that the proceedings are recorded and are audible;
- To assist the Judges, Advocates, and Court Officials by playing back any audio that is required;
- Maintain a record of all work recorded;
- Assist in the filing and safekeeping of recorded cases;

- Ensuring that all court recording are uploaded immediately once the court adjourns;
- To offer assistance to the various division of the High Court.

ENQUIRIES: Mr T Vilakazi ☎ (031) 301 0104

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X54372,
DURBAN, 4000. For the attention of: Ms. L Marrie. Applications can also be
hand delivered to the Office of the Chief Justice, Human Resource
Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street (smith
Street), Durban, 4000

CLOSING DATE: **30 SEPTEMBER 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.

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

