



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:

- POST** : **DATA CAPTURERS (5 POSTS)**
- SALARY** : R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **High Court Of South Africa Gauteng Division: Pretoria - (3 posts) Ref no: 2016/241/OCJ**
High Court of South Africa Gauteng Local Division: Johannesburg- (2 posts) Ref no: 2016/242/OCJ
- REQUIREMENTS** : Grade 12 or equivalent qualification with typing as a passed subject; Two years relevant experience; Minimum typing speed 35wpm; Short listed candidates will be required to pass a typing test. **Skills and Competencies:** Communication skills (verbal and written); Good interpersonal relations; Ability to work under pressure.
- DUTIES** : Typing court orders; Typing urgent applications; Scan and save draft orders; Implement of ICMS – Civil; Scan and save draft orders; Record work in register for monthly statistics; Prepares source data for computer entry by compiling and sorting information; establishing entry priorities; Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedure or returning incomplete documents to the team leader for resolution; Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format; Maintains data entry requirements by following data program techniques and procedures.
- ENQUIRIES** : Mr H Sithole ☎ (011) 335 0210 and Ms S Mnisi ☎ (011) 335 0284
- APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X 07, JOHANNESBURG 2000. Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruijs Street: Johannesburg.
- CLOSING DATE** : **5 AUGUST 2016**
- NOTE:** **Separate applications to be completed for each post (quote the relevant reference number).**

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.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

