



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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** : 2016/147/OCJ

**POST** : ADMINISTRATION CLERK (DCRS)

**CENTRE** : FREE STATE HIGH COURT: BLOEMFONTEIN

**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;
- Appropriate experience in general administration or court related functions with regards to court recording and/or case flow management.

**KEY RESPONSIBILITY AREAS:**

- To perform digital recording of court proceedings and ensure integrity of such documents;
- Operate and provide support to court systems, e.g Integrated Case Management System (ICMS).
- Maintenance of criminal record books and charge sheets, writing and tracing of summonses.
- Writing of witness fees book;
- Completion and issuing of committal warrants of arrest;
- Provide administrative support in general court and case flow management;
- Completion of case document (Charge sheet) and other court documents;
- Document scanning, data capturing, etc.
- Provide any other administrative support as required by the judiciary, Court Manager and/ or Supervisor.

## **SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office)
- Knowledge of document filing;
- Good communication skills (written and verbal);
- Good interpersonal relations;
- Ability to work under pressure and solve problems;
- Customer services.

**ENQUIRIES:** Ms N De La Rey ☎ (051) 407 1894

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20612, **BLOEMFONTEIN**, 9300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Free State High Court, Corner President Brand and Fontein Streets, BLOEMFONTEIN, 9301.

**CLOSING DATE:** **3 JUNE 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.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

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**

