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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:

<b>REFERENCE</b>	:	<b>2016/146/OCJ</b>
<b>POST</b>	:	<b>ADMINISTRATION CLERK (DCRS) (2 POSTS)</b>
<b>CENTRE</b>	:	<b>EASTERN CAPE HIGH COURT: PORT ELIZABETH</b>
<b>LEVEL</b>	:	<b>5</b>
<b>SALARY</b>	:	R 142 461.00 –R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 or equivalent qualification;
- Knowledge and experience of court procedure/processes.

**DUTIES:**

- Accurate recording of court cases and safe keeping of CD's
- Complete all the necessary forms/records in court
- Ensure daily if statutory provisions are correctly quoted in the court book when writing case up
- Keep and maintain court log book daily
- Safe keeping of the court documents
- Ensure that a proper filing system is maintained
- Assist daily with administrative functions in the library
- Perform any administrative duties as and when assigned by the supervisor/Administration Officer/Court Manager/Registrar.

**SKILLS AND COMPETENCIES:**

- Computer Literacy
- Ability to work under severe pressure

- Attention to detail
- Excellent numerical skills

**ENQUIRIES:** Ms N Biko 📞 (043) 726 8580

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 **OR PHYSICAL ADDRESS:** Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISLEHURST, EAST LONDON

**CLOSING DATE:** 03 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** 