



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 : 2016/150/OCJ

POST : CONTRACT REGISTRAR'S CLERK (Pilot Project)
(Valid until 30 September 2016)

CENTRE : HIGH COURT OF SOUTH AFRICA GAUTENG LOCAL
DIVISION:JOHANNESBURG

SALARY : R142 461 – R167 814+37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Senior Certificate or equivalent qualification.
- Two years Administrative experience

KEY RESPONSIBILITY AREAS:

- Compile batches for payment, issue receipts and keep registers,
- Write warrant vouchers and manage trust money and deposit account.
- Filing of civil processes and criminal matters.
- Render counter services;
- Act as liaison between judges and legal practitioners.

SKILLS AND COMPETENCIES:

- Computer literacy.
- Excellent communication (verbal and written).
- Interpersonal relations.
- Accuracy and attention to detail.

ENQUIRIES: Ms Sharon Mnisi ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X07,
JOHANNESBURG, 2000. Applications can also be hand delivered to High
Court of South Africa ,Gauteng local Division,12th Floor; Cnr. Prichard and
Kruis Street: Johannesburg.

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. 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 