



**REPUBLIC OF SOUTH AFRICA  
OFFICE OF THE CHIEF JUSTICE**

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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 3 September 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:** 2016/148/OCJ

**POST:** ADMINISTRATION CLERK ( DCRS)

**CENTRE:** WESTERN CAPE HIGH COURT , CAPE TOWN

**PACKAGE:** R 142 461 – 167 814 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 or equivalent qualification.
- Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management .
- Willingness to travel to circuit courts
- Drivers licence will be strong recommendations
- Understanding of confidentiality in Government

**SKILLS AND COMPETENCIES:**

- Good communication (written and verbal)
- Computer literacy ( MS Office )
- Good interpersonal skills , good public relations skills
- Ability to work under pressure and to solve problems
- Customer service
- Document management

**DUTIES:**

- The successful candidate will be required to travel to circuit courts;
- Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof;
- Record court proceedings;
- Maintenance of criminal record books and charge sheets, writing and tracing of summonses
- Writing of witness fees books
- Completion and issuing of committal warrants and warrants of arrest
- Provide administrative support in general court and case flow management
- Provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor

**ENQUIRIES:** Ms M Baker ☎ 021-469 4000

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:

**ENQUIRIES:** Ms. M Baker

The Provincial Head: OCJ Service Centre  
Western Cape

For Attention: Ms L Adams

Address: 35 Keerom Street, Cape Town, 8000 or  
Private Bag X9020, Cape Town, 8000


**CLOSING DATE:** **03 June 2016**

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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** 

**HEAD: INTERGRATED HUMAN RESOURCES MANAGMENT**