



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** : 2016/10/OCJ

**POST** : RE-ADVERT: ASSISTANT DIRECTOR: RECORDS MANAGEMENT

**CENTRE** : NATIONAL OFFICE

**SALARY** : R 289 761.00 –R 350 025.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- An appropriate Bachelor Degree/ National Diploma or equivalent qualification on NQF level 6 plus two (2) to five (5) years' experience in Registry environment.
- Sound knowledge of National Archive Act, Regulations and Standards.
- Sound knowledge of document referencing and different filing systems.
- Experience in implementation of document referencing system.
- Experience in development of registry procedure manual.
- Experience in management of auxiliary services (coordination of meetings, minutes taking, household services such as telephone services and reception services).

**KEY RESPONSIBILITY AREAS:**

- Provide technical assistance with the development and maintenance of OCJ's records management system, policy and procedures.
- Analyse the OCJ's record management needs and supervise the provisioning of records management solutions.
- Ensure updating, maintenance and implementation of the integrated fileplan for the OCJ and linked solutions.
- Management of auxiliary services.

## SKILLS AND COMPETENCIES:

- Ability to work independently and meet deadlines;
- Ability to attend to detail and ensure the correctness of information.
- Good communication and problem solving skills and facilities administration.

**ENQUIRIES:** Ms K Mothei ☎ (011) 838 2010

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13<sup>th</sup> floor, Eura House, 41 Fox Street, Johannesburg.

**CLOSING DATE:** **19 FEBRUARY 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**

