



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 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 is required to capacitate the Office:

REFERENCE: 2015/105/GP/OCJ

POST: TYPIST (CONTRACT)
(CASEFLOW MANAGEMENT PILOT PROJECT)

PERIOD: UNTIL 31 MARCH 2016

CENTRE: GAUTENG HIGH COURT: JOHANNESBURG

SALARY: R103 494 – R121 911 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 certificate or equivalent qualification with typing as a passed subject;
- Two years relevant experience
- Minimum typing speed of 35 wpm;
- An appropriate word processing course successfully completed;
- Short listed candidates will be required to pass a typing test.

Skills and Competencies:

- Computer literacy (MS Word);
- Accuracy and attention to detail;
- Ability to work under pressure.

DUTIES:

- Type reports;
- General correspondence;
- Answer telephone and take messages;
- And any other administrative duties.

ENQUIRIES: Ms. Netshitomboni Lutendo 📞 (011) 335 0392

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg , Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **26 JUNE 2015**

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.

People with disability are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES