



**REPUBLIC OF SOUTH AFRICA**

**OFFICE OF THE CHIEF JUSTICE**

---

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 establish the Office:

**Reference:** 2015/ 11/GLDP

**POST:** STATISTICAL OFFICER

**CENTRE:** GAUTENG LOCAL DIVISION, PRETORIA (NORTH GAUTENG HIGH COURT)

**SALARY:** R227 802 – R268 338 Per Annum. The Successful Candidate Will Be Required To Sign A Performance Agreement.

**REQUIREMENTS:**

- BA or BSc degree or equivalent qualification in Statistics. At least 3 years' experience in Statistical environment;
- Knowledge of relevant policies, strategies, statistical analysis and Reporting;
- Data Collection, Information processing or related fields will be an advantage;

**RECOMMENDATION:**

- A valid code B driver's license will be an advantage.

**SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office);
- Analytical skills;
- Good communication skills (written and verbal);
- Administration and organization skills;
- Problem solving and motivational skills;
- Problem solving and motivational skills; Presentation/Facilitation skills.

**DUTIES:**

- Determine resource availability in the Region (sub-offices).
- Process information and data from a specific Region.
- Analyze data by identifying trends and patterns specific to the Region.
- Make recommendations based on the analysis of the statistics for a specific Region.
- Produce 1<sup>st</sup> line reports that are practical, accurate and reliable.
- Create and maintain a database on a monthly, quarterly bi-annual and annual basis for the Region.
- Verify the data obtained from sources (sub-offices).
- Apply standing instructions, policies and procedures/guidelines for the interpretation of data in the Region.
- Train employees in the Region on how to read, understand and utilize the generated reports.
- Indirectly oversee the monthly submission of data by court administration personnel

and project members of relevant projects in the Region.

..

**ENQUIRIES:** Netshitomboni Lutendo ☎ (011) 332 9000

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Provincial Head Private Bag X 06, Johannesburg, 2000 **Or**  
**Physical Address:** Office of the Chief Justice Service Centre, C/O  
Pritchard and Kruis streets, Schreiner Chambers,

**CLOSING DATE:** 20 February 2015

**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 Resource 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 disabilities are encouraged to apply.

**HEAD: INTERGRATED HUMAN RESOURCES**