



**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:** 2015/51/FS

**CENTRE:** HIGH COURT, BLOEMFONTEIN: FREE STATE

**POST:** TYPIST (6 MONTHS CONTRACT)

**SALARY:** R103 494 -121 911 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 certificate or equivalent qualifications with typing as a passed subject.
- Good understanding of English and Afrikaans to be able to type judgments
- Minimum of 2 years Dictaphone typing experience

**SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office and Excel);
- Word processing skills;
- Excellent communication skills (verbal and written);
- Good interpersonal relations;
- Ability to work under pressure and to multi task.
- Ability to work independently;

**KEY RESPONSIBILITY AREAS:**

- Compiling judgments, court rolls, statistics and court orders.
- Typing of letters, memoranda, reports etc.
- Any other administrative duties assigned to you from time to time.

**ENQUIRIES: Ms MA LUTHULI ☎ (051) 407 1800**

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, BLOEMFONTEIN, 9300 **OR PHYSICAL ADDRESS:** Office of the Chief Justice Service Centre, 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301


**CLOSING DATE: 10 April 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 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** 

**CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT**