



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 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:

**POST : CONTRACT ADMINISTRATION CLERKS: RECORDS
(17 POSTS) (CONTRACT VALID UNTIL 31 MARCH 2018)**

PROVINCE	CENTRE	TOTAL OF POSTS	REF NUM
EASTERN CAPE	PROVINCIAL OFFICE: EASTERN CAPE	1	REF NO: 2017/118/OCJ
EASTERN CAPE	GRAHAMSTOWN HIGH COURT	1	REF NO: 2017/119/OCJ
EASTERN CAPE	MTHATHA HIGH COURT	1	REF NO: 2017/120/OCJ
EASTERN CAPE	BISHO HIGH COURT	1	REF NO: 2017/121/OCJ
EASTERN CAPE	PORT ELIZABETH HIGH COURT	1	REF NO: 2017/122/OCJ
FREE STATE	PROVINCIAL OFFICE: FREE STATE	1	REF NO: 2017/123/OCJ
GAUTENG	PROVINCIAL OFFICE: GAUTENG	1	REF NO: 2017/124/OCJ
GAUTENG	JOHANNESBURG HIGH COURT	1	REFNO: 2017/125/OCJ
GAUTENG	PRETORIA HIGH COURT	1	REF NO: 2017/126/OCJ
KWAZULU-NATAL	PROVINCIAL OFFICE: KWAZULU-NATAL	1	REF NO: 2017/127/OCJ
KWAZULU-NATAL	DURBAN HIGH COURT	1	REF NO: 2017/128/OCJ
KWAZULU-NATAL	PIETERMARITZBURG HIGH COURT	1	REF NO: 2017/129/OCJ
POLOKWANE	PROVINCIAL OFFICE: POLOKWANE	1	REFNO: 2017/130/OCJ
POLOKWANE	THOHOYANDOU HIGH COURT	1	REF NO: 2017/131/OCJ
NORTHERN CAPE	PROVINCIAL OFFICE: NORTHERN CAPE	1	REF NO: 2017/132/OCJ
WESTERN CAPE	PROVINCIAL OFFICE: WESTERN CAPE	1	REF NO: 2017/133/OCJ
NATIONAL OFFICE	NATIONAL OFFICE: MIDRAND	1	REF NO: 2017/134/OCJ

NOTE: Separate applications to be completed for each post (quote the relevant reference number).

LEVEL: 5

SALARY: R 152 862.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12

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
- Accuracy and attention to detail

KEY PERFORMANCE AREAS:

- Records management project;
- Verify if each person has the required files and volumes.
- Open and close files according to the procedures.
- Request outstanding files from and forward files of transferred employees to other offices/departments;
- Place content is in chronological order;
- Order stationary when required;
- Book files in and out; file documents; follow-up files not returned in reasonable time; ensure documents are filed in chronological order, replace worn covers;
- Any other required function to be performed as requested by the manager.

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

EASTERN CAPE: The Provincial Head, Private Bag X1, Vincent East London, 5247 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 59 Western Avenue, Sanlam Park Building, 2nd floor, Vincent, EAST LONDON. **ENQUIRIES:** Ms N Biko (043) 726 8580/ 5217

FREE STATE: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20612, BLOEMFONTEIN, 8300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Free State High Court, Corner President Brand and Fontein Streets, BLOEMFONTEIN, 9301. **ENQUIRIES:** Mr B Moeketsi (051) 406 8191

GAUTENG: The Provincial Head, Office of the Chief Justice, Private Bag x 07, JOHANNESBURG, 2000. Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruis Street: Johannesburg. **ENQUIRIES:** Ms T Mbalekwa (011) 335 0404.

NATIONAL OFFICE: Office of the Chief Justice, Private Bag X10, **MARSHALL TOWN 2107**. Application can also be hand delivered to the Office of the Chief Justice, No 188, 14th Road Noordwyk, Midrand **ENQUIRIES:** Ms L Motheman (010) 493 2500.

KWAZULU-NATAL: The Provincial Head, Office of the Chief Justice, Private Bag X54372, **DURBAN**, 4000. For the attention of: Mrs L Marrie. Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street (Durban) 4000. **ENQUIRIES:** Ms L Marrie ☎ (031) 372 3167

WESTERN CAPE: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X9020, **CAPE TOWN**, 8000. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town. **Enquiries:** Ms L Adams (021) 469 4000.

POLOKWANE: The Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, **POLOKWANE**, 0700 or Physical Address: High Court Of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699. **ENQUIRIES** Mr. Maluleke J.H ☎ (015) 230 4000 /4035.

NORTHERN CAPE: The Provincial Head, OCJ Service Centre, Private Bag X5043, **KIMBERLEY**, 8300. Applications can also be hand delivered to Sol Plaatje Drive, Civic Centre, Kimberley. **ENQUIRIES:** Ms S Ruthven (053) 807 2733.

CLOSING DATE: 27 OCTOBER 2017

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



