



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 persons are required to establish the Office:

- REFERENCE NO** : 2017/104/OCJ
- POST** : STATISTICAL OFFICER
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : R281 418.00 – R331 497.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **SUPREME COURT OF APPEAL: FREE STATE**
- LEVEL** : **8**
- REQUIREMENTS** : Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; 2-3 years' experience in statistical environment; A valid driver's licence. **Skills and competencies.** Knowledge of relevant policies and strategies; Statistical analysis and reporting; Analytical skills; Communication skills; Problem solving and motivational skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.
- DUTIES** : Administer data collection instruments and surveys within the respective Superior Court Division; Establish channels for the collection of data within the respective Superior Court Division; Collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court Division; Produce 1st line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Respective Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division; Train employees/ project members within the Respective Superior Court Division on utilization of information.
- ENQUIRIES** : **Ms D Botha** 📞 (010) 493 2630
- APPLICATIONS:** Quoting the relevant reference number, direct your application to:

The Director, Human Resource Management, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. Applications can also be hand delivered to, Office of the Chief Justice, No. 188, 14th Road, Noordwyk, Midrand. For attention: Ms Dorothea Botha (010) 493 2630
- CLOSING DATE** : **6 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 

