



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** : 2018/15/OCJ
- POST** : **VETTING ADMINISTRATOR**
- SALARY** : R 226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **7**
- REQUIREMENTS** : Grade 12 certificate and a National Diploma or equivalent qualification in Administration/Social sciences/Humanities or related studies. Three (3) years' experience in rendering administrative support services; Good communication and writing skills; No criminal record. Computer literate. Must be in possession of a valid driver's licence. **Skills and competencies:** Good communications skills (verbal and written); Problem solving and analysis; Report writing skills; Planning and organizing skills; Operational knowledge of Security Vetting Administrative System (SVAS); Security Vetting investigation course would be advantageous.
- DUTIES** : Administration and safekeeping of all vetting files in the department; Render administrative support services and maintenance of vetting database; Performance of screening functions; Provide support to the Unit Head and other staff, regarding vetting operational meetings; Liaise regularly with SSA on vetting matters particularly in relation to administrative systems and processes; Assist in organising vetting awareness sessions.
- ENQUIRIES:** **Ms B Motene (010) 493 2500**
- 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: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.
- CLOSING DATE** : **9 FEBRUARY 2018**

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 

