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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 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:

- CLOSING DATE :** 23 MARCH 2018
- POST :** ADMINISTRATION CLERK (DCRS) (4 POSTS)
- SALARY :** R 152 862.00 – R 180 063.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE :** NORTHERN CAPE HIGH COURT, REF NO: 2018/44/OCJ (1 POST)  
MTHATHA HIGH COURT, REF NO: 2018/54/OCJ (2 POSTS)  
BISHO HIGH COURT, REFNO: 2018/55/OCJ (1 POST)
- REQUIREMENTS :** Grade 12 or equivalent qualification; **Skills and Competencies;** Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.
- DUTIES :** Perform digital recording of court proceedings and ensure integrity of such records. Update case progress on High Court System; Render support services to case flow management; Rendering of efficient and effective support service to the court; Attend and oversee to general public enquiries/ correspondence; Store, keep and file court records safely; operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management Systems (ICMS), Video Remands, document scanning, data capturing, etc.

**NORTHERN CAPE:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107, Kimberley. ENQUIRIES: (053) 807 2733.

**EASTERN CAPE:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London **ENQUIRIES:** Mr S Mponzo (043) 7265217.

**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**

