



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:

CLOSING DATE : 4 MAY 2018

POST : CONTRACT ADMINISTRATION CLERK (LEGAL)
(VALID UNTIL 31 MARCH 2019)

TOTAL POSTS : 27 POSTS

SALARY : R152 862 per annum plus 37% in lieu of benefits per annum.
The successful candidate will be required to sign a performance agreement.

NB* Clearly mark your application, by quoting the relevant reference number and area of placement. Separate applications to be completed for each reference number.

CENTRE :

REGIONAL COURTS:

RC: Johannesburg Ref No: 2018/122/OCJ (1 Post)

RC: Port Elizabeth Ref No: 2018/123/OCJ (1 Post)

RC: Cape Town Ref No: 2018/124/OCJ (1 Post)

RC: Kimberley Ref No: 2018/125/OCJ (1 Post)

RC: Durban Ref No: 2018/126/OCJ (1 Post)

RC: Mmabatho Ref No: 2018/127/OCJ (1 Post)

RC: Nelspruit Ref No: 2018/128/OCJ (1 Post)

RC: Polokwane Ref No: 2018/129/OCJ (1 Post)

RC: Bloemfontein Ref No: 2018/130/OCJ (1 Post)

DISTRICT COURTS:

DC: Johannesburg Ref No: 2018/131/OCJ (1 Post)

DC: Ranburg Ref No: 2018/132/OCJ (1 Post)

DC: Pretoria Ref No: 2018/133/OCJ (2 Posts)

DC: Bloemfontein Ref No: 2018/134/OCJ (1 Post)



DC: Welkom Ref No: 2018/135/OCJ (2 Posts)
DC: Mmabatho Ref No: 2018/136/OCJ (1 Post)
DC: Port Elizabeth Ref No: 2018/137/OCJ (1 Post)
DC: Umthatha Ref No: 2018/138/OCJ (1 Post)
DC: Polokwane Ref No: 2018/139/OCJ (1 Post)
DC: Kimberley Ref No: 2018/140/OCJ (1 Post)
DC: Durban Ref No: 2018/141/OCJ (1 Post)
DC: Verulam Ref No: 2018/142/OCJ (1 Post)
DC: Pietermaritzburg Ref No: 2018/143/OCJ (1 Post)
DC: Nelspruit Ref No: 2018/144/OCJ (1 Post)
DC: Cape Town Ref No: 2018/145/OCJ (1 Post)
DC: Wynberg Ref No: 2018/146/OCJ (1 Post)

REQUIREMENTS

- Grade 12;
- An LLB Degree or equivalent qualification and 0 to 2 years will serve as an added advantage;

Skills and Competencies;

- Research skills;
- Communication skills (verbal and written);
- Minute taking skills;
- Time management skills;
- Good reporting skill;
- Creative and analytical thinking skills;
- Computer literacy;

DUTIES

- Conduct legal research for the Regional Court President / Chief Magistrate;
- Provide secretarial and administrative functions to the Regional Court President / Chief Magistrate;
- Compilation of statistics Case Flow management;
- Assisting Regional Court Registrars.

ENQUIRIES : Ms L Mothemane (010) 493 2500.

APPLICATIONS : National Office: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand.

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. Successful candidates should note that in terms of regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of state or be a director of a public or private company conducting business with an organ of state. 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.

We welcome applications from persons with disAbilities 

