



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:

- POST** : **CONTRACT ADMINISTRATION CLERK: RECORDS (14 POSTS)**
(CONTRACT VALID UNTIL 31 MARCH 2019)
- SALARY** : R152 862.00 – R180 063.00 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **KZN PROVINCIAL SERVICE CENTRE, REF NO: 2018/95/OCJ**
DURBAN HIGH COURT, REF NO: 2018/96/OCJ
PIETERMARITZBURG HIGH COURT, REF NO: 2018/97/OCJ
GRAHAMSTOWN HIGH COURT, REF NO: 2018/98/OCJ
GAUTENG PROVINCIAL CENTRE, REF NO: 2018/99/OCJ
GAUTENG LOCAL DIVISION: JOHANNESBURG, REF NO: 2018/100/OCJ
THOHOYANDOU HIGH COURT, REF NO: 2018/102/OCJ
LIMPOPO PROVINCIAL CENTRE, REF NO: 2018/103/OCJ
EASTERN CAPE PROVINCIAL CENTRE, REF NO: 2018/104/OCJ
NORTHERN CAPE HIGH COURT, REF NO: 2018/105/OCJ
WESTERN CAPE PROVINCIAL CENTRE, REF NO: 2018/106/OCJ
CONSTITUTIONAL COURT: BRAAMFONTEIN, REF NO: 2018/107/OCJ
BISHO HIGH COURT, REF NO: 2018/108/OCJ
FREE STATE HIGH COURT, REF NO: 2018/109/OCJ
- LEVEL** : **5**
- REQUIREMENTS** : Grade 12 and relevant experience. **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 solve problems; Accuracy and attention to detail
- DUTIES** : 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/department; Place content in chronological order; Order stationery 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.



APPLICATIONS:

KWAZULU-NATAL: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, **DURBAN**, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: **ENQUIRIES: Ms L Marrie (031) 372 3167**

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) 726 5217.**

GAUTENG: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. **ENQUIRIES Ms T Mbalekwa (011) 335 0404**

POLOKWANE Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699.**ENQUIRIES: Ms E Kotze: (015) 230 4051**

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: Ms S Ruthven (053) 807 2733.**

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

CONSTITUTIONAL COURT: BRAAMFONTEIN: 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 **ENQUIRIES: Mr C Maabane (010) 493 2500.**

FREE STATE: Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, BLOEMFONTEIN, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets, **ENQUIRIES: Ms M Luthuli (051) 406 8191**

CLOSING DATE : **6 APRIL 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. 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.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 

