



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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 person are required to capacitate the OCJ:

POST : **CONTRACT DATA CAPTURER (3 POSTS)**
(CONTRACT VALID UNTILL 31 MARCH 2019)

CENTRE : **LABOUR COURT JOHANNESBURG (2 POSTS), REF: NO 2018/255/OCJ**
PORT ELIZABETH HIGH COURT (1 POST), REF NO: 2018/267/OCJ

LEVEL : **5**

SALARY : R 163 563.00 – R 192 666 .00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Computer literacy, National Diploma, Degree in Public Admin/ IT will be an added advantage;

SKILLS AND COMPETENCIES:

- Good communication skills;
- Excellent in Microsoft office software;
- Ability to analyze statistics, ability to work under pressure.

KEY PERFORMANCE AREAS:

- Provide administrative support services;
- Capture and update data on computer;
- Generate spread sheets;
- Update the system on all data sets;
- Validate data (for quality purpose) to ensure correctness, completeness and consistency;
- Compile routine statistical information/reports;
- Receive, register and track records or documents submitted for further processing in the administration component of the institution;
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents;
- Provide routine and administrative maintenance services;
- Update and file records. Continuous updating of information on computer for reporting purposes;
- Retrieve information required.

APPLICATIONS: **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.



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.

CLOSING DATE: 10 AUGUST 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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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). 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. 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 

