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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 person are required to capacitate the OCJ:

REF NO : 2018/285/OCJ

POST : REGISTRY CLERK

CENTRE : MBOMBELA HIGH COURT

LEVEL : 5

SALARY : R163 563.00 – R192 666.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- 0-2 year's relevant experience;
- Knowledge of registry duties, practices as well as the ability to capture data and operate a computer;
- Working knowledge and understanding of the legislative framework governing the Public Service;
- Knowledge of storage and retrieval procedures in terms of working the environment.

SKILLS AND COMPETENCIES:

- Good communication skills (verbal and written);
- interpersonal skills;
- flexibility;
- planning and organisation skills;
- Ability to work under pressure;
- Computer literacy skills.

KEY PERFORMANCE AREAS:

- Provide registry counter services;
- Attend to clients;
- Handle telephone enquires received;
- Receive and register hand delivered mail/files;
- Handle all incoming and outgoing mail;
- Operate office machines in relation of the registry function;
- Process documents for archiving and disposal;
- Render an effective filing and record management services;
- Open and close files according to record classification system;
- Filing/storage, tracing (electronic/manually) and retrieval of documents and files;
- Complete index / Filing plan according to regulatory framework;
- Record receipt, maintain safe custody and protection of files and records;
- Identify files and records for archiving;
- Allocate file reference numbers and maintain various control registers.



ENQUIRIES: Mr MV MAEKO ☎ (013) 753 9337

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The OCJ Provincial Head: Office of the Chief Justice, Private Bag X11249, **NELSPRUIT**, 1200. Applications can also be hand delivered to: Office of the Chief Justice Provincial Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE: 26 OCTOBER 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 

