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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 : 2018/287/OCJ

POST : DATA CAPTURER (2 POSTS)

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 NQF Level 4 qualification;
- 0-2 years' experience.
- Knowledge of clerical duties, practices as well as the ability to capture data.
- Knowledge and understanding of legal framework governing the public service.
- Knowledge of working procedures in terms of the working environment;

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal);
- good interpersonal skills;
- problem solving skills;
- Customer services and attention to details.

KEY PERFORMANCE AREAS:

- Render data capturing services;
- Effective use of technology;
- Contribute to organizational efficiency and work distribution,
- general administration functions,
- 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.



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 

