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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:

REFERENCE : 2018/342/OCJ

POST : ADMINISTRATION CLERK

CENTRE : GAUTENG LOCAL DIVISION: JOHANNESBURG

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;
- Computer Literacy;
- Experience in Clerical/ administration functions will be an added advantage.

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal)
- Good interpersonal and public relations skills;
- Good administration and organizational skills;
- Customer Service Skills and ability to work under pressure.

KEY PERFORMANCE AREAS:

- Render general clerical support services;
- Provide supply chain clerical support services within the component;
- Provide personnel administration clerical support services within the component;
- Provide financial administration support services in the component, Record;
- organise; store; capture and retrieve correspondence and data (line function);
- Update registers and statistics;
- Handle routine enquiries;
- Make photocopies and receive or send facsimiles;
- Distribute documents/packages to various stakeholders as required;
- Keep and maintain the filing system for the component;
- Type letters and/or other correspondence when required;
- Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES: MS T MBALEKWA ☎ (011) 335-0404

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or
hand deliver applications to the 12th floor, Cnr Pritchard and Kris Street, Johannesburg.



CLOSING DATE: 30 NOVEMBER 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 

