



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 : ADMINISTRATION CLERK: CRT (8 POSTS)

CENTRE : GRAHAMSTOWN HIGH COURT (1 POST), REF NO: 2018/214/OCJ
DURBAN HIGH COURT (1 POST), REF NO: 2018/215/OCJ
FREE STATE HIGH COURT (2 POSTS), REF NO: 2018/216/OCJ
GAUTENG DIVISION JOHANNESBURG (1 POST), REF NO: 2018/217/OCJ
SUPREME COURT OF APPEAL: BLOEMFONTEIN (2 POSTS), REF NO: 2018/218/OCJ
MAHIKENG HIGH COURT: (1 POST), REF NO: 2018/219/OCJ

LEVEL : 5

SALARY : R 163 563.00 – R 192 666 .00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification.

SKILLS AND COMPETENCIES:

- Job Knowledge;
- Communication skills;
- Interpersonal relations skills;
- Flexibility; Teamwork; Computer; Planning and organisation; Language;
- Good verbal and written communication.

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

APPLICATIONS: **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.



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**

SUPREME COURT OF APPEAL AND BLOEMFONTEIN HIGH COURT : 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.**

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.**

NORTH WEST: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, **MMABATHO**, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng, **ENQUIRIES: Mr L Moetanalo (018) 3977065**

CLOSING DATE: 27 JULY 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 

