



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 : DATA CAPTURER

CENTRE : NOTHERN CAPE HIGH COURT, REF NO: 2018/223/OCJ (CONTRACT)
MAHIKENG HIGH COURT, REF NO: 2018/224/OCJ (CONTRACT)
LIMPOPO HIGH COURT, REF NO: 2018/225/OCJ (CONTRACT)
THOHOYANDOU HIGH COURT, REF NO: 2018/226/OCJ (CONTRACT)
FREE STATE HIGH COURT, REF NO: 2018/227/OCJ (CONTRACT)
DURBAN HIGH COURT (2 POSTS), REF NO: 2018/228/OCJ (CONTRACT)
PIETERMARITZBURG HIGH COURT (2 POSTS), REF NO: 2018/229/OCJ (CONTRACT)
WESTERN CAPE HIGH COURT (2 POSTS), REF NO: 2018/230/OCJ (CONTRACT)
EASTERN CAPE (3 POSTS), REF NO: 2018/231/OCJ (CONTRACT)
LOCAL DIVISION PRETORIA (2 POSTS), REF NO: 2018/232/OCJ (CONTRACT)
DIVISION JOHANNESBURG (2 POSTS), REF NO: 2018/233/OCJ (CONTRACT)
CONSTITUTIONAL COURT, REF NO: 2018/234/OCJ (CONTRACT)
SUPREME COURT OF APPEAL, REF NO: 2018/235/OCJ (CONTRACT)
LABOUR COURT PORT ELIZABETH, REF NO: 2018/236/OCJ (CONTRACT)
GAUTENG DIVISION PRETORIA, REF NO: 2018/239/OCJ (PERMANENT)
PORT ELIZABETH HIGH COURT, REF NO: 2018240/OCJ (PERMANENT)

LEVEL : 5

SALARY : R 163 563.00 – R 192 666 .00 per annum. The successful candidate will be required to sign a performance agreement. Contracts includes 37% in lieu of benefits. Contract valid till 31 March 2019.

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:

NORTHERN CAPE: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107, Kimberley.
ENQUIRIES: Ms S Ruthven (053) 807 2733.

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.

POLOKWANE Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699.
ENQUIRIES: Ms E Kotze: (015) 230 4051.

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.

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**

WESTERN CAPE: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. **ENQUIRIES: Ms M Baker (021) 469 4000**

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.

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.



CONSTITUTIONAL COURT : Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685. **ENQUIRIES: Ms L Mothmane/ Ms C Gideon (010) 493 2500.**

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 

