



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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/ 238 /OCJ
- POST** : REGISTRY CLERK TO THE DEPUTY CHIEF JUSTICE (3 YEAR RENEWABLE CONTRACT)
- SALARY** : R163 563.00 – R 192 666.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : CONSTITUTIONAL COURT (JHB)
- LEVEL** : 5
- REQUIREMENTS** : Grade 12 or equivalent qualification; National Diploma, Degree in Public Admin will be an added advantage; Knowledge and understanding of Record Management and Archive policies, procedures, regulations; A valid driver's licence and knowledge of Persal will be an added advantage. **Skills and competencies:** Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness; Ability to work under pressure, proficient with Ms Office software.
- DUTIES** : Render an effective filing and record management service: 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:** Ms C Gideon (010) 493 2500
- APPLICATIONS:** 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 14<sup>th</sup> Road, Noordwyk, Midrand, 1685.
- CLOSING DATE:** 3 AUGUST 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 Z83 & CV must be accompanied by certified copies of qualifications, 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, 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** 

