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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/s are required to capacitate the Office:

REF NO : 2019/527/OCJ

POST : STATISTICAL OFFICER

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 8

SALARY : R316 791 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant Bachelor's Degree in Science/ Commerce majoring in Statistics (BSc/ BCom/ B Tech Degree in Statistics);
- A minimum of 2 years' experience in a statistical environment;
- A valid driver's licence;
- Knowledge of relevant policies and strategies;
- Statistical analysis and reporting.

SKILLS AND COMPETENCIES:

- Communication skills (verbal and written);
- Research and development expertise;
- Ability to network, influence and impact;
- Good interpersonal relation and motivating skills;
- creativity and innovative thinking;
- Computer literacy (Excel, Word and PowerPoint)

KEY PERFORMANCE AREAS:

- Administer data collection instruments and surveys within the Lower Courts
- Establish channels for the collection of data within the Lower Courts;
- Collate, analyse and interpret statistics and make presentations on the findings within the respective Region, Court Division O.R District Court Administrative Region;
- Produce 1st line reports, statistical publications, and newsletters;



- Develop and maintain database containing various datasets for the Lower Courts Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the Lower Courts;
- Train employees/ project members within the Lower Court on utilization of information.

ENQUIRIES: **Ms C Gideon/Ms L Mothemane Tel No: (010) 493 2528/2533**

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. Enquiries:

CLOSING DATE: **2 AUGUST 2019**

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.

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). Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

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

We welcome applications from persons with disAbilities 

