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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:

REFERENCE : 2019/574/OCJ

POST : HUMAN RESOURCE CLERK
(Contract valid until 31 March 2020)

CENTRE : MPUMALANGA HIGH COURT (MBOMBELA)

LEVEL : 5

SALARY : R 173 703.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Grade 12 certificate or equivalent.
- Knowledge of registry duties, practices as well as the ability to capture data.
- Working knowledge of storage and retrieval procedures in terms of the working environment.
- Knowledge and understanding of the legislative framework governing the Public Service.

SKILLS AND COMPETENCIES:

- Computer literacy.
- Planning and organising.
- Communication (verbal and written).
- Interpersonal relations and Flexibility.

KEY PERFORMANCE AREAS:

- Implement human resource administration activities, Recruitment and Selection (Advertisements, Appointments, Transfers, verification of qualifications, secretariat functions at interviews).
- Implement conditions of services (Leave, Housing, Medical, and Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR etc.),



ENQUIRIES: Mr V Maeko/ Mr M Jele Tel No: 082 309 0910 (061) 854 0328

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. or hand deliver applications to the, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

CLOSING DATE: 27 SEPTEMBER 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 must 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.

All candidates selected for SMS posts must undergo a competency assessment 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 this position.

We welcome applications from persons with disAbilities 

