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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 : 2019/581/OCJ

POST : DATA CAPTURER: REGISTRAR'S OFFICE (Re-advertisement)
(Candidates who previously applied need to re-apply)

CENTRE : CONSTITUTIONAL COURT: BRAAMFONTEIN

LEVEL : 5

SALARY : R173 703 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or NQF Level 4 equivalent qualification.
- An LLB Degree or relevant tertiary qualification will be an added advantage.
- Knowledge of clerical duties, practices as well as the ability to capture data.
- Knowledge and understanding of legal framework governing the public service.

SKILLS AND COMPETENCIES:

- Good communication skills.
- Good interpersonal skills.
- Problem solving skills.
- Customer service and attention to detail.

KEY PERFORMANCE AREAS:

- Render data capturing services.
- Effective use of technology.
- Contribute to organisational efficiency and work distribution.
- General administration functions.
- 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 record.
- Provide routine and administrative maintenance services.
- Update and file records, continuous updating of information on computer for reporting purposes and retrieve information required.

ENQUIRIES: Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2635/2533

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

CLOSING DATE: **04 OCTOBER 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 

