



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/s are required to capacitate the Office:**

**REFERENCE : 2019/583/OCJ**

**POST : ADMINISTRATION CLERK**

**CENTRE : JUDICIAL SUPPORT: PRETORIA**

**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.
- 0-2 years' experience in administration will serve as an added advantage.

**SKILLS AND COMPETENCIES:**

- Computer Literacy (MS office).
- Peral experience.
- Good Communication skills (Written and verbal).
- Loyalty.
- Confidentiality.
- Ability to interpret and execute policy directives/ procedures.

**KEY PERFORMANCE AREAS:**

- Implementation of transactions on the Peral system in respect of permanent appointments, acting appointments and acting allowance of Judges, etc.
- Keep statistics of all activities and report accurate statistics to supervisors.
- Address administration enquiries to ensure the correct implementation of benefits for Judges.
- Administer remuneration and conditions of service with regard to Judges.
- Implementation of the Judges' Remuneration Act and Regulations.
- Receipt of pay sheets which includes salary information as well as salary advices that must be sorted and posted to Judges.
- The pay sheets in respect of Judges' must be verified, signed and filed for audit purposes.



- Type letters and/or other correspondence as and when required; and render general clerical support services.

**ENQUIRIES:** Ms C Schubert Tel No: (012) 315 1262

**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** 

