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 : 2019/597/OCJ
POST CONTRACT ADMINISTRATION CLERK (X5 POSTS)
(Contract valid until 31 March 2020)
CENTRE NORTH WEST HIGH COURT: MAHIKENG
LEVEL : 5
SALARY : R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A Grade 12 or equivalent qualification.

SKILLS AND COMPETENCIES

- Job Knowledge
- Communication skills; Interpersonal relations skills.
- Flexibility.
- Teamwork.
- Planning and organisation.
- Language.
- Good verbal and written communication.

KEY PERFORMANCE AREAS

- Render general clerical support services
- Provide supply chain clerical support services within the component
- Provide personnel administration clerical support services within the component
- Provide financial administration.
- support services in the component,
- Record, organise, store
- capture and retrieve correspondence and data (line function).
- Update registers and statistics, Handle routine enquiries
- Make photocopies and receive or send facsimiles.
- Distribute documents/packages to various stakeholders as required
- Keep and maintain the filing system for the component
- Type letters and/or other correspondence when required
- Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES:  
Mr O Sebapatso  
Tel No: (018) 397 7114

APPLICATIONS:  
Quoting the relevant reference number, direct your application to:  
The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033,  
Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob  
Gardens: Mafikeng.

CLOSING DATE:  
25 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 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  
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 these  
positions.

We welcome applications from persons with disAbilities 🚶‍♂️

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