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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 : 2019/635/OCJ

POST : ADMINISTRATION CLERK
(Contract valid until 31 March 2020)

CENTRE PIETERMARITZBURG HIGH COURT

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

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: Ms L Marrie (031) 372 3164

APPLICATIONS Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.

CLOSING DATE: 15 NOVEMBER 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.

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 

