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OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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:

POST	**:**	**ADMINISTRATION CLERK (DCRS) (X2 POSTS)**
CENTRE	**:**	**GAUTENG HIGH COURT: PRETORIA, REF NO: 2019/653/OCJ**
		NORTHERN CAPE HIGH COURT: KIMBERLEY, REF NO: 2019/654/OCJ
LEVEL	**:**	**5**
SALARY	**:**	R173 703 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS :

Grade 12 or equivalent qualification.

SKILLS AND COMPETENCIES

- Computer literacy (MS Word).
- Good problem solving skills.
- Accuracy and attention to detail.
- Operational knowledge of operating DCRS/CRT machine.

KEY PERFORMANCE AREAS

- Operate the recording machine and recording of court proceedings ensure integrity of such documents.
- Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly.
- Report all malfunctions on the machine
- Make sure the recording is on before court starts.
- Make sure all voices are audible.
- Exporting cases.
- Downloading proceedings on RW-CD.
- Keep record of all the requests made for transcription and record time spent in court per case.
- Document scanning and data capturing.

- Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES: **Northern Cape**:   Ms S Ruthven Tel No: (053) 807 2733
                         Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404

APPLICATIONS: **Northern Cape**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver application to the High Court, Sol Plaaitjie Drive, Room B107, Kimberley.
Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

CLOSING DATE: **13 DECEMBER 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