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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	2020/130/OCJ
POST	ADMINISTRATION CLERK
CENTRE	HIGH COURT: PIETERMARITZBURG
LEVEL	5
SALARY	R173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade twelve (12) or equivalent qualification.
- Experience in Clerical/Administration functions will be an added advantage.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office).
- Good communication skills (written and verbal).
- Good administration and organisational skills.
- Customer service skills and ability to work under pressure.
- Good interpersonal and public relation skills.

KEY PERFORMANCE AREAS

- Provide support services to case flow management.
- Render efficient and effective support services to the court.
- Issuing of summons at General Office.
- Update case progress on ICMS.
- Render counter service duties/functions.



- Prepare, issue and analyse court statistics.
- Maintain and keep all registers for Civil and Criminal matters.
- Filing and storage of all Civil and Criminal process.
- Issue warrant of arrest for defaulters.
- Act as a liaison between Judges and Legal Practitioners.
- Requisitioning of accused persons from prison.
- Deal with correspondence and attend to general public enquiries.
- Issue all processes that initiate court proceedings.
- Prepare and send case to transcribers for appeal and review purposes.
- Preparing and binding appeals and reviews.
- Attend to complaints from prisoners and members of the public.
- Provide administrative support in general as requested by Court Manager and Supervisor.

ENQUIRIES: Ms L Marrie Tel No: (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: 13 NOVEMBER 2020

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 

