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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**

<b>REFERENCE</b>	<b>2020/152/OCJ</b>
<b>POST</b>	<b>ADMINISTRATION CLERK</b>
<b>CENTRE</b>	<b>PROVINCIAL SERVICE CENTRE: KZN</b>
<b>LEVEL</b>	<b>5</b>
<b>SALARY</b>	R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade twelve (12) or equivalent qualification plus a minimum of one (1) year relevant experience.

**SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office).
- Good communication skills (written and verbal).
- Good interpersonal skills.
- Attention to details.

**KEY PERFORMANCE AREAS:**

- Provide Registry Counter service.
- Handle incoming and outgoing correspondence/files.
- Filing of correspondence.
- Opening of new files, pending files and closing files.
- Maintaining registers for files/correspondence.
- Printing and distribution of circulars.
- Franking of official mail.
- Transmission of personal files of staff transferred.



- Maintaining Photocopier machine and register.
- Handle telephonic and other queries received.
- Process documents for archiving and disposal.
- Any other duty as allocated by the manager.

**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: 11 DECEMBER 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** 

