



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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	2020/153/OCJ
POST	ADMINISTRATION CLERK (DCRS)
CENTRE	GAUTENG LOCAL DIVISION: JOHANNESBURG
LEVEL	5
SALARY	R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade twelve (12) or equivalent qualification.
- Zero (0) - two (2) years' experience will serve as an added advantage.
- Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management.
- Knowledge of relevant legislation.

SKILLS AND COMPETENCIES:

- Planning and organising skills.
- Problems solving and analysis skills.
- Time management.
- Client oriented and customer focus.
- Report writing.
- Communication (written and verbal).
- Computer literacy (MS Office).
- Attentive to details.
- Good interpersonal skills.
- Initiative driven and flexibility.



KEY PERFORMANCE AREAS:

- Maintenance of criminal record books and charge sheets.
- Writing and tracing summonses.
- Writing of witness fee books.
- Completion and issuing of committal warrants and arrest warrants.
- Provide administrative support in general court and case flow management (charge sheets) and other court papers.
- Perform digital recording of court proceedings and ensure integrity of such records.
- Operate and provide support to court system.
- Video Remands.
- Provide any other administrative support as required by the Judiciary, Court Manager and /or Supervisor.

ENQUIRIES: **Ms T Mbalekwa Tel No: (011) 355 0404**

APPLICATIONS: 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: **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 

