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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 2020/77/OCJ

POST ADMINISTRATION CLERK

CENTRE GRAHAMSTOWN HIGH COURT

LEVEL 5

SALARY R173 703.00 per annum. The successful candidate will be

required to sign a performance agreement.

REQUIREMENTS:

- Grade 12.
- Supply Chain Management Certificate.

SKILLS AND COMPETENCIES:

- Computer Literacy (MS office).
- Ability to work under pressure.
- Accuracy and attention to detail.
- Administrative and organisational skills.
- Good Communication skills (Written and verbal).
- Flexibility.
- Ability to perform routine tasks.
- Ability to work independently and meet deadlines
- Good interpersonal relations.

KEY PERFORMANCE AREAS

- Maintenance of registers daily.
- Capturing and processing invoices on JYP.
- Payment of suppliers on BAS.
- Provide administrative procurement support to all stakeholders.
- Receive and assess quotations.
- Assist end users with the compilation of compliant specifications.



- Capture requisitions on the system.
- Ensure compliance with SCM policies.
- Ensure proper filing and safe keeping of documents.
- Ensure timeous processing of payments to suppliers and perform any other task allocated by the Supervisor/Court Manager.

ENQUIRIES: Mr. S Mponzo Tel No: (043) 726 5217

APPLICATIONS Quoting the relevant reference number, direct your application to: The

Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East

London or Email to applicationsEC@judiciary.org.za.

CLOSING DATE: 7 AUGUST 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

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 (

