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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>2020/78/OCJ</b>
<b>POST</b>	<b>DATA CAPTURER</b>
<b>CENTRE</b>	<b>HIGH COURT WESTERN CAPE DIVISION: CAPE TOWN</b>
<b>LEVEL</b>	<b>4</b>
<b>SALARY</b>	<b>R145 281.00 per annum. The successful candidate will be required to sign a performance agreement.</b>

**REQUIREMENTS:**

- A Grade 12 or NQF level 4 qualification.
- Knowledge of clerical duties and the ability to capture data.

**SKILLS AND COMPETENCIES:**

- Good written and oral communication skills.
- Excellent in Microsoft Office Software.
- Ability to analyse statistics.
- Ability to work under pressure.

**KEY PERFORMANCE AREAS**

- Provide administrative support services.
- Capture and update data on computer.
- Generate spreadsheets.
- Update the system on all data sets.
- Validate data to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports.



- Receive, register and track records or documents submitted for further processing
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance services.
- Update and file records.
- Continuous updating of information on computer for reporting purposes.
- Maintain OCJ recruitment database.
- Retrieve information as required.

**ENQUIRIES: Ms M Baker or Ms L Adams Tel No: (021) 469 4000**

**APPLICATIONS** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Adress: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Applications may be submitted electronically via email: [applicationsWC@judiciary.org.za](mailto:applicationsWC@judiciary.org.za).

**CLOSING DATE: 07 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 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** 

