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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	2021/09/OCJ
POST	ADMINISTRATION CLERK (LEGAL)
CENTRE	PROVINCIAL SERVICE CENTRE: GAUTENG
LEVEL	7
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.
- An LLB Degree or an equivalent qualification will serve as an added advantage.
- Zero (0)-two (2) years' experience will serve as an added advantage.

SKILLS AND COMPETENCIES:

- Knowledge of Public Services Legislation, Prescripts and Regulations.
- Research skills.
- Communication skills (verbal and written).
- Minute taking skills.
- Decision making and time management skills.
- Good reporting skills.
- Creative and analytical thinking skills.
- Computer literacy.
- Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities



KEY PERFORMANCE AREAS

- Conduct Legal Research for the Regional Court President/Chief Magistrate.
- Provide Administrative functions to the Regional Court President/Chief Magistrate.
- Compilation of statistics.
- Case Flow management.
- Assisting Regional Court Registrar.

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

APPLICATIONS: Gauteng Division: Pretoria/ Land Claims Court (Randburg)/ Provincial Service Centre: Gauteng: 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: 05 FEBRUARY 2021

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 

