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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	2021/10/OCJ
POST	TYPIST
CENTRE	HIGH COURT: PORT ELIZABETH
LEVEL	4
SALARY	R 145 281.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade twelve (12) or equivalent qualification.
- Minimum typing speed of 35 wpm.
- Shortlisted candidates will be required to pass a typing test.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Word).
- Good communication skills (written and verbal).
- Good interpersonal relations
- Planning and organization skills.
- Good problem solving skills.
- Accuracy and attention to details.
- Ability to work under pressure.
- Good timekeeping. Telephone etiquette



KEY PERFORMANCE AREAS

- Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders.
- Relief administrative personnel where necessary.
- Filing, opening files and making appointments.
- Dealing with public queries and other administration duties.
- Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made

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, 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.

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 

