



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	2020/113/OCJ
POST	IT CO-ORDINATOR (3 Year Contract)
CENTRE	PROVINCIAL SERVICE CENTRE, CAPE TOWN
LEVEL	9
SALARY	R 376 596.00 per annum (plus 37% in lieu of benefits). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Grade 12 plus a relevant three year post matric IT qualification in IT/ Grade 12 plus relevant IT certification with training/ project management modules and a minimum of three (3)- years' appropriate experience.
- A minimum of two (2)- years' experience in LAN Support Services.
- A minimum of one (1)-year End User Training.
- Project and systems management.
- Experience in network administration, helpdesk first line support.

SKILLS AND COMPETENCIES:

- Knowledge of Government prescripts, regulations and laws.
- Knowledge of development of the user training manuals, guidelines and procedures and drafting of budget.
- Knowledge of Public Sector IT environment and change management.
- Good communication skills.



- Interpersonal skills.
- Problems Solving.
- Training and Presentation skills.
- Planning and organising skills.

KEY PERFORMANCE AREAS:

- Conduct infrastructure assessment and coordinate all the IT related activities within the Region.
- Provide IT Business Systems Training, Technical Support, LAN Support and Evaluation on IT Business Systems within the Region.
- Write and respond to correspondence and Provide Practical training and assistance.

ENQUIRIES: Ms. L Adams/ Ms. M Baker Tel No: (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.

CLOSING DATE: 14 MAY 2021

NOTE: Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

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 the new form Z83, obtainable from any Public Service Department. (www.dpsa.gov.za-vacancies/ www.judiciary.org.za). 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 

