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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 **2020/120/OCJ**

POST **DATA CAPTURER**

CENTRE **HIGH COURT, WESTERN CAPE DIVISION (CAPE TOWN)**

LEVEL **4**

SALARY R 145 281.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Grade 12 or NQF Level 4 qualification.
- Knowledge of clerical and administrative duties, practices as well as the ability to capture data.

SKILLS AND COMPETENCIES:

- Good written and oral communication skills.
- Excellent computer skills and knowledge and experience with Microsoft office software.
- Good typing skills.
- Attention to detail.

KEY PERFORMANCE AREAS:

- Render data capturing services.
- Effective use of technology to contribute to organizational efficiency and work distribution.

- Provide administrative support services.
- Generate spreadsheets.
- Update the system on all data sets.
- Validate data to ensure correctness, completeness and consistency.
- Compile statistical information/reports.
- Receive statistical information for further processing.
- Capture and update information from manual records to electronic documents.
- Update and file/ archiving of records.
- Continuous updating of information on computer for reporting purposes.

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 

