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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>2021/145/OCJ</b>
<b>POST</b>	<b>ADMINISTRATION CLERK (DCRS)</b>
<b>CENTRE</b>	<b>HIGH COURT: BHISHO</b>
<b>LEVEL</b>	<b>5</b>
<b>SALARY</b>	R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade twelve (12) or equivalent qualification.
- Zero (0) to two (2) years' experience will serve as an added advantage.

**SKILLS AND COMPETENCIES:**

- Planning and organising skills.
- Problems solving and analysis skills.
- Time management.
- Client oriented and customer focus.
- Report writing.
- Communication (written and verbal).
- Computer literacy (MS Office).
- Attention to details.
- Good interpersonal skills.
- Initiative driven and flexibility



## KEY PERFORMANCE AREAS:

- Maintenance of Registers daily.
- Accurate recording of cases in court/ court proceedings on CRT machines.
- Safe keeping of court documents & CDs.
- Downloading of court proceedings on CDs.
- Ensure proper filing is done.
- Compile statistics daily.
- Provide any other task allocated by the Supervisor/ Court Manager

**ENQUIRIES:** **Ms. N Biko Tel No: (043) 726 8580**

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: 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:** **28 JUNE 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 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/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://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** 

