



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:**

<b>REFERENCE</b>	<b>2021/187/OCJ</b>
<b>POST</b>	<b>ADMINISTRATION CLERK</b>
<b>CENTRE</b>	<b>NATIONAL OFFICE: MIDRAND</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).
- An appropriate Bachelor's Degree/National Diploma in Office, Public or Business Administration or equivalent qualification on NQF level 6 will be an added advantage.
- A minimum of one (1) year experience in office administration, customer service and business support.
- Ability to efficiently manage the administration in the office of the Director through among others; the management of due dates, reports, compliance and meeting facilitation.

#### **TECHNICAL KNOWLEDGE AND COMPETENCIES:**

- Knowledge of business and administrative procedures.
- Knowledge of basic Financial Administration and Public Finance management Act.
- Experience in Office Administration and or Secretarial duties.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).
- Project management of routine office administration.
- Analytical evaluation of documents, information and processes.
- Document and information production.



## **BEHAVIOURAL COMPETENCIES:**

- Problem solving.
- Interpersonal skills.
- Good communication skills (verbal and written).
- Good telephone etiquette.
- Good writing skills.
- Time management.
- Conflict handling skills.
- High level of reliability.
- Confidentiality.
- Good planning and organising skills.
- Ability to work under pressure and individual honesty and integrity.

## **KEY PERFORMANCE AREAS:**

- Provide a professional administrative support services to the Director and Directorate.
- Provide personnel administration, clerical support services within the component.
- Provide supply chain clerical support services within the component.
- Provide financial administration support services in the component.

**ENQUIRIES:** **Ms. S Tshidino/Ms. B Rakgotho, Tel No: 010) 493 2500**

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**CLOSING DATE:** **17 SEPTEMBER 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)). The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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** 

