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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	2021/205/OCJ
POST	ADMINISTRATION CLERK: DCRS
CENTRE	HIGH COURT: MTHATHA
LEVEL	5
SALARY	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) – 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:

- Prepare court before court proceedings, Accurate recording of cases in court/ court proceedings on CRT machines.
- Safekeeping of court documents & CDs.
- Downloading of court proceedings on CDs.
- Ensure proper filing is done.
- Compile statistics daily.
- Provide administrative support in circuit courts (eg completion of J49 to confirm court attendance of witnesses).
- 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, 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 NOVEMBER 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.

All applications must be in a **NEW Z83** form, which can be downloaded on internet at [www.judiciary.org.za/
www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.judiciary.org.za/www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the **old Z83** will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's

license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process.

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 