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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	2021/226/OCJ
POST	ADMINISTRATION CLERK (LEGAL)
CENTRE	MPUMALANGA HIGH COURT
LEVEL	5
SALARY	R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement R176 310 – R207 681. per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Grade twelve (12) or equivalent qualification.
- An LLB Degree or an equivalent 4 years qualification will serve as an added advantage.
- Zero (0) to two (2) years' experience.

SKILLS AND COMPETENCIES:

- Knowledge of Public Services Legislation, Prescripts and Regulations.
- Research skills.
- Communication skills (verbal and written).
- Minute taking skills.
- Decision making and time management skills.
- Good reporting skills.
- Creative and analytical thinking skills.
- Computer literacy.



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.
- Manage Conduct Legal Research for the Regional Court President/Chief Magistrate.
- Provide Administrative functions to the Regional Court President/Chief Magistrate.
- Compilation of statistics.
- Case Flow management.
- Assisting Regional Court Registrar.

ENQUIRIES: **Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000**

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE: **20 December 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/ 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 

