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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	2021/29/OCJ
POST	ADMINISTRATION CLERK (DCRS)
CENTRE	LAND CLAIMS COURT: RANDBURG (Official will be based in Durban)
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.
- (0) to two (2) years' experience will serve as an added advantage.

SKILLS AND COMPETENCIES:

- Good communication (written and verbal).
- Computer literacy (MS Office).
- Numerical skills.
- Attention to detail.
- Planning, Organizing and Control skills.
- Problem solving and decision making skills.
- Good interpersonal skills.
- Ability to work under pressure and meeting deadlines.
- Customer service orientated.
- Conflict management.
- Professionalism.



- Strong work ethics.

KEY PERFORMANCE AREAS:

- Test all digital systems.
- Ensure that the proceedings are recorded and are audible.
- Assist the Judges, Advocates, and Court officials by playing back any audio that is required.
- Maintain a record of all work recorded.
- Assist in filling and safekeeping of recorded cases.
- Ensure that all court recordings are uploaded immediately once the court adjourn.
- Offer assistance to the various division of the Land Claims Court.

ENQUIRIES: **Ms T Mbalekwa Tel No: (011) 355 0404**

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

CLOSING DATE: **19 MARCH 2021**

NOTE: 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. 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.**

Applications must be submitted on the **new form Z83**, obtainable from any Public Service Department. (www.dpsa.gov.za/vacancies/
www.judiciary.org.za). Received applications using the incorrect application for employment (old Z83) will not be considered. 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 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

