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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>2021/31/OCJ</b>
<b>POST</b>	<b>TYPIST</b>
<b>CENTRE</b>	<b>HIGH COURT, WESTERN CAPE DIVISION (CAPE TOWN)</b>
<b>LEVEL</b>	<b>4</b>
<b>SALARY</b>	R 145 281.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Grade twelve (12) or equivalent qualification.
- Minimum typing speed of 35 wpm.
- Shortlisted candidates will be required to pass a typing test.

#### **SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office).
- Excellent communication skills (written and verbal).
- Good interpersonal and public relations skills.
- Good problem solving skills.
- Numerical skills.
- Attention to detail.
- Ability to work under pressure.
- Good timekeeping.
- Telephone etiquette.
- Professionalism.
- At least 2 years typing experience.



- Knowledge of the legal/ court environment.

#### **KEY PERFORMANCE AREAS:**

- Typing of the court rolls, court orders (in relation to both civil and crime), appeals, reviews, reports, minutes, circulars, letters, notice of set downs, witness statements, taxing master reports, affidavits, memorandums good standing certificates, right of appearance certificates and apostilles/ authentication certificates.
- Relieve administrative personnel where necessary.
- Filing, opening files and making appointments.
- Dealing with public queries and other administration duties.

**ENQUIRIES:** Ms M Baker/ Ms L Adams Tel No: (021) 469 4000

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018 or hand deliver applications to 30 Queen Victoria Street, Cape Town

**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 **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](http://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** 

