

OFFICE OF THE CHIEF JUSTICE

**APPLICATIONS**

: **National Office Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.

Free State: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

CLOSING DATE
NOTE

: 03 March 2023

: 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, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth. All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled 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 by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted all non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted). Applications that do not comply with the above mentioned requirements will not be considered. 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. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an

online course, endorsed by the National School of Government (NSG).For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

<u>POST 06/149</u>	:	<u>DEPUTY DIRECTOR: INSTITUTIONAL MONITORING REF NO: 2023/114/OCJ</u>
<u>SALARY</u>	:	R766 584 - R903 006 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric certificate and a 3 year National Diploma/ Degree in Public or Social Sciences Administration or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. Honours will be an added advantage). A minimum of five years relevant experience in Monitoring and Evaluation of which three (3) years' must be at Assistant Director level. A valid driver's licence. Skills and Competencies: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills. Supervisory and presentation skills.
<u>DUTIES</u>	:	Monitor, asses and analyse overall performance of the OCJ; Present performance findings to the respective programmes within the OCJ; Provide support during the planning processes within the OCJ; Monitor and review programme performance on indicators on a monthly, quarterly and annual basis; Develop various types and classificatory of indicators; Conduct MidTerm reviews on performance of the organisation (strategic planning, analytical assessment and reporting); Assess alignment between inputs, outputs, outcomes, targets and KPA's as indicated in the Strategic Plan, Annual Performance Plan and Operational Plans; Planning and project management; Analytically monitor and evaluate the Strategic Plan, Annual Performance Plan and Operational Plans; Provide support and guidance to the relevant stakeholders on performance information; Translating Strategic Objectives to Operational Objectives; Develop comprehensive framework for monitoring and evaluation for the OCJ; Compile Quarterly, Annual, Mid-Term and End-Term Reports on the overall performance of the OCJ for the submission to the Secretary General; Assist in the drafting of the Department's Strategic Plan, policy analysis, and costing; Develop appropriate templates and reporting formats for programmes and review institutional performance and capacity nationally; Ensure the highest level of customer care and customer satisfaction; of staff.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. M Masilo Tel No: 010 493 2502 HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500
<u>POST 06/150</u>	:	<u>DEPUTY DIRECTOR INFORMATION TECHNOLOGY AUDIT REF NO: 2023/115/OCJ</u>
<u>SALARY</u>	:	R766 584 - R903 006 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric certificate and a three year National Diploma/Degree in Information Systems, Informatics, Computer Science or Internal Auditing or relevant

(equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of five (5) years' experience in Information Technology Auditing and three (3) years internal audit supervisory/management experience (Assistant Director Level). A valid driver's license. Additional professional certification in the IT Audit domain such as CISA/ CIA/ CISM/ CCSA/CRISC/CGEIT will be an added advantage. Solid IT audit experience with a broad range of exposure to all aspects of ICT general controls, business planning, systems analysis, application development, Computer Assisted Audit Techniques (CAATs) and network security. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Public Service Act. In-depth knowledge of International Standards for Professional Practice of Internal Auditors (ISPPA). Knowledge of financial and operational prescripts that governs the Department and Public Sector, Knowledge of information systems auditing frameworks such as Cobit, ITIL, ISO27001/2, TOGAF/Zachman, Knowledge on the use of Computer Assisted Audit Techniques (CAATs) tools/software. Skills and Competencies: Detailed knowledge of IT auditing in the following strategic and operational key areas: IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements; Information Security: IT Policies and Procedures; IT Licensing; It Project Management, IT Audit Standards; Business Continuity and Disaster Recovery. Application perspective – Applications Control Review; Business process mapping and Data Analysis. Technical perspective – General Control Reviews; Networking, firewalls, Routers, Web Applications, External and Internal Threats and Vulnerability Assessment, Virtual Private Network, Wireless, Encryption, operating system, Database, Physical Security and Information Security. Behavioural Competencies: Includes Client Service Orientation; Effective communication skills (written and verbal; Concern for quality and order; Time Management and ability to work under pressure; People Development and Management; Result Orientation; Problem Solving and analysis; Resource planning and presentation skills.

DUTIES

: Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Contribute to the development and alignment of the three (3) year rolling audit plan and detailed annual IT audit plan based on the risk profile of the organization and is responsive to the business environment; Manage and execute the Information Technology Audits in line with the Annual Internal Audit Plan; Manage the IT audit reporting processes to stakeholders as well as maintain the findings register; Ensure quality assurance of all IT audit files and reports; Manage the Internal Audit technology to meet the requirements of the Internal Audit methodology and the Quality Assurance and Improvement Programme; Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services; Keep abreast of global trends, and new developments in the IT audit; Manage IT Audit resources effectively and efficiently to ensure delivery and overall achievement of IT Audit objectives; and Develop the training plan for IT Audit Sub-Unit to develop and retain capacity. Build/maintain relationships with OCJ's stakeholders, Attend Audit Committee meetings to present audit observations and provide feedback on the audits. Attend Risk Committee meetings to gather issues that can impact an audit environment. Facilitate the maintenance of risk profiles (inherent & residual view of IT risks). Challenge risk management information received from the business and provide meaningful input to management on where IT risk management processes and controls can be improved. Responsible for the implementation of the Internal Audit plan with regard to assigned areas

ENQUIRIES

: Technical Related Enquiries: Ms K Ditsoane Tel No: 010 493 2515
HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500

POST 06/151

: **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2023/116/OCJ**

SALARY

: R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement. The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS

: National Office: Midrand
: Matric Certificate and a 3 year National Diploma / Degree (NQF Level 6/ (NQF Level 7) in Finance / Accounting / Cost and Management Accounting / Auditing and Risk Management as recognised by SAQA or relevant (equivalent) qualification. Three (3) years' relevant experience of which two (2) years' must be at supervisory level in the financed / auditing / internal control / risk

		management field. A valid driver's license. Knowledge of Public Finance Management Act (PFMA), Public Service Act and Regulations. Good knowledge and understanding of accounting/auditing, applicable legislation and prescripts, government systems, information management and policies and procedures.
<u>DUTIES</u>	:	Coordinate implementation of policies, standard operating procedures, delegations of authority and internal controls. Review of departmental policies and procedures to ensure compliance with relevant legislation, regulations, circulars and practice notes. Be the Secretariat of the Compliance Committee along with the Risk Management. Coordinate development / and Review checklists of processes where applicable with recommendations. Report on internal control deficiencies with recommendations. Maintain an updated delegation of authority file. Co-ordinate and report on incidents of noncompliance and irregularities. Identify, register irregular, unauthorized fruitless and wasteful expenditure. Assist with the assessment of reported irregular expenditure and make recommendations to the committee. Assist with irregular, unauthorised, fruitless, and wasteful expenditure reports. Assess the controls within processes where risk has been identified as high and make recommendations. Collaborate with Risk Management Unit on risk assessment, mitigation and reporting. Manual verification of all requisitions before procurement orders are issue Pre-Audit certificate. Manual verification of payment documents before payment are processed on BAS and PERSAL. Verify bid files on BCSA system and issue compliance reports. Maintain an updated register for errors and non-compliance cases detected during the Pre-Audit process. Maintain, safeguard and safe-keep face value documents. Issue face value documents on request by users. Monitor close of face value documents during financial year end. Interact with end users, Risk Management Practitioners, Internal Auditors and Auditor General during audit period. Assist with management of allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills and Competencies: Problem solving, research, report writing, negotiation, interpersonal relations, communication, facilitation, analysing, conflict management, presentation, working in a team.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms I Morare Tel No: 010 493 2591 HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500
<u>POST 06/152</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2023/117/OCJ</u>
<u>SALARY</u>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year National Diploma/Bachelor Degree in Security Management or Risk Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' supervisory experience in the security or risk management environment. Grade A/B PSIRA Certificate. A valid driver's license. Sound knowledge of PAIA, MISS, OHSA, POPIA, Access to Public Premises and Vehicles Act, and other relevant security and risk management legislation. Completion of the SSA Security Management Course will serve as an added advantage. Skills And Competencies: Computer literacy (MS Office). Communication skills (verbal and written). Administration and organisational skills. Interpersonal skills. Ability to meet strict deadlines and to work under pressure. Willingness to travel and work outside normal working hours. Report writing skills.
<u>DUTIES</u>	:	Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Office of the Chief Justice and linked institutions. Implement the OCJ's Security and

		<p>Risk Management policies. Development and implementation of security and risk management procedural guidelines. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-related and relevant authorities including government departments (State Security Agency, SAPS, Comsec, DOJCD, etc.). Manage the private security service provider and ensure compliance with the applicable service level agreement(s). Facilitate internal and external audits and ensure that the office is audit ready with regard to security and risk management matters.</p>
<u>ENQUIRIES</u>	:	<p>Technical Related Enquiries: Mr. P.J Soke Tel No: (051) 492 4523 HR Related Enquiries: Ms M.A Luthuli Tel No: (051) 492 4523</p>
<u>POST 06/153</u>	:	<u>LAW RESEARCHER REF NO: 2023/118/OCJ</u>
<u>SALARY</u>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of the High Court
<u>REQUIREMENTS</u>	:	<p>Matric and an LLB Degree or four – year recognised legal qualification as recognised by SAQA; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and on-line retrieval (Westlaw, LexisNexis, Jutastat); A valid driver's license. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Problems analysis, solving and planning skills; Computer literacy (MS Word); Project management, including planning and organising ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Ability to work under pressure; Time-management skills; Creative and analytical skills.</p>
<u>DUTIES</u>	:	<p>Perform all legal duties for the Judges to enable the them to prepare judgements; Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge; Read all relevant material and analyse it thoroughly; Discuss all possible variations on a legal point with colleagues and/ or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyse it thoroughly. Prepare Powerpoint presentations; Perform quasi – judicial functions; Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence; Performing any court – related work requested to improve the efficiency of the court.</p>
<u>ENQUIRIES</u>	:	<p>Technical Related Enquiries: Ms R David Tel No: 021 480 4003 HR Related Enquiries: Ms M Baker Tel No: 021 469 4038</p>
<u>POST 06/154</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2023/119/OCJ</u>
<u>SALARY</u>	:	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	<p>Matric and a three (3) year National Diploma/ Bachelor's Degree in Public Administration/ Management or (equivalent) relevant qualification at NQF level 6 (360) credits; Two (2) to three (3) years relevant knowledge and experience in Office and/ or District administration; Court experience will be an added advantage; one (1) to two (2) years managerial or supervisory experience; A valid driver's license; Knowledge and understanding of the Public Finance Management Act, Human Resources Management, Supply Chain Management, Asset Management, Risk Management, Legislation/ Directives and Policies; Must be able to understand/ interpret policies and implement strategies; Skills and Competencies: Good people management/ interpersonal skills; Excellent communication skills (written and verbal); Sound leadership and management skills; Exceptional report writing skills; Be self-motivated;</p>

		Attention to detail; Commitment and Integrity; Problem solving and Maintaining discipline; Knowledge of the PFMA, DFI, BAS & JYP; Knowledge of Human Resource Management, Finance, Asset and Risk Management; Computer literacy (MS Word, Excel, PowerPoint and Outlook)
<u>DUTIES</u>	:	Manage and co-ordinate human resource, financial and supply chain resources within the office; Co-ordinate and manage the risk and security within the court; Manage the facilities, assets, physical resources and information related to the office/ court; General supervision of the administrative staff; Implement formal and informal discipline; Compile and analyse statistics to show performances and trends; Draft and submit memoranda and reports; Implement departmental pre-scripts and policies; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain pre-scripts related to the functions of the OCJ and Public Service in general; Train and develop staff; Perform any other duties required to ensure the smooth running of the office/ court; Perform any other duties as directed by the Court Manager/ Supervisor and Director: Court Operations.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms ZS Pienaar Tel No: 021 469 4048/4003 HR Related Enquiries: Ms M Baker Tel No: 021 469 4038
<u>POST 06/155</u>	:	<u>VETTING ADMINISTRATOR REF NO: 2023/120/OCJ</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric and a three (3) year National Diploma or equivalent Qualification in Administration/Social sciences/Humanities or Related studies. A minimum of one (1) year experience in rendering administrative support services; experience in administration of the Vetting Field Units will be an advantage. A valid driver's license. Good communication and writing skills; No criminal record. Computer, literate. Skills and competencies: Good communication skills (verbal and written); Problem solving and analysis; Report writing skills; Planning and organization; Operational knowledge of Security Vetting Administrative, Systems (SVAS) and having attended Security Vetting investigation courses would be advantageous.
<u>DUTIES</u>	:	Administration and safe keeping of all vetting files in the Department; Rendering administrative support services and maintenance of vetting database; Performance of screening, functions; Provide support to the Unit Head and other staff, regarding vetting operational meetings; Liaise regularly SSA on vetting matters particularly in relation to administrative systems, and processes; Assist in organising vetting awareness sessions.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S Dlamini Tel No: 010 493 2511 HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500
<u>POST 06/156</u>	:	<u>SECRETARY REF NO: 2023/121/OCJ</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	Matric. Knowledge and experience of procedures and processes applied in Office Management; Understanding of Confidentiality; Typing as a subject or a Secretarial Certificate or any other relevant training or qualification. A valid driver's license will be an added advantage. Shortlisted candidates may be subjected to a practical test in order to demonstrate their typing and computer skills. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem solving skills, good judgement and decision making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details.
<u>DUTIES</u>	:	Administer an online and physical diary of the Director: Court Operations; Manage information and data on behalf of the Director: Court Operations; Plan and schedule day to day task of the Director: Court Operations; Manage telephone calls and convey messages; Organize meetings/workshops/conference and functions; Draft coherent submission, executive reports, memorandum and letters; Type and edit correspondence; Receive and attend to visitors; Serve refreshment to visitors and/or at identified

		meetings as indicated by the Director: Court Operations; Handle travel arrangements of accommodation, flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations; Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. ZS Pienaar Tel No: (021) 469 4048/4003 HR Related Enquiries: Ms. M Baker Tel No: (021) 469 4038
<u>POST 06/157</u>	:	<u>ACCOUNTING CLERK: INTERNAL CONTROL REF NO: 2023/122/OCJ</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric. The following will serve as an added advantage, National Diploma (NQF level 6) in Finance / Accounting / Auditing / Risk Management or (equivalent) relevant qualification and 1-year relevant working experience. The following key competencies and attributes are essential: Knowledge of the PFMA and Treasury Regulations: Knowledge of Internal Control Framework; knowledge of BAS, communication skills (verbal and Written) Good computer skills (Microsoft Word, Excel and PowerPoint); Analytical skills, planning and organizational skills.
<u>DUTIES</u>	:	The incumbent will be responsible to provide inputs to the review of financial policies and procedures. Assist in following up the internal and external audit queries. Maintain audit query database Receive, file, follow up and reconciliation of payment batches. Monitor compliance with safe keeping of payment batches. Perform the internal checks on processes. Provide inputs for improvement on the internal checking process. Assist the ASD Internal Control in the institutional compliance monitoring processes and risk mitigation.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: s I Morare Tel No: 010 493 2591 HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500
<u>POST 06/158</u>	:	<u>ADMINISTRATION CLERK: SECURITY SERVICES REF NO: 2023/123/OCJ</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade 12, an appropriate Bachelor's Degree/ National Diploma or equivalent Qualification on NQF Level 6 in Business/ Office Management, Security Management or Public Administration will be an added advantage. 1- 2 years, Customer service. Knowledge of business and administration procedures, experience in Office Administration and Secretarial duties. Proficient in Microsoft office suite (Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide a professional administrative support service to the Security Unit Provide administration clerical support services within the component, Provide financial administration and supply chain support services within the component, Coordinate administrative support service between the component, Directorate and stakeholders.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr C Mphahlele Tel No: 010 493 2543 HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500
<u>POST 06/159</u>	:	<u>DATA CAPTURERREF NO: 2023/124/OCJ</u>
<u>SALARY</u>	:	R151 884 – R178 917 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of the High Court
	:	Grade 12 or equivalent qualification. A minimum of one (1) year experience in data capturing. Knowledge of clerical duties and practices. Skills and Competencies: Computer literacy (MS Office, especially Excel). Communication skills (verbal and written). Administration and organisational skills. Interpersonal skills. Ability to meet strict deadlines and to work under pressure. Flexibility. Teamwork. Report writing skills.
<u>DUTIES</u>	:	Provide administrative support services. Capture and update data from available records into the required formats e.g. databases, tables, spreadsheets. Generate spreadsheets. Update the system on all data sets. Validate and review data to ensure correctness, completeness and consistency. Compile and update routine statistical information, reports and registers. Capture routine transactions on a computer such as the transfer of

information from manual records to electronic records. Provide routine administrative maintenance services. Continuous updating of electronic information for reporting purposes and retrieving of required information. Verify and or query missing data/data errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure that records and files are properly sorted and secured. Provide information to the component/unit.

ENQUIRIES

: Technical Related Enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4523
HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500