

Admin Clerk 4 Positions NC-Bisho and Mthatha

ADMINISTRATION CLERK (DCRS) (4 POSTS)

SALARY : R152 862. – R180 063. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape High Court, Ref No: 2018/44/OCJ (1 Post)



Mthatha High Court, Ref No: 2018/54/OCJ (2 Posts)

Bisho High Court, Ref No: 2018/55/OCJ (1 Post)

REQUIREMENTS : Grade 12 or equivalent qualification; Skills and Competencies; job knowledge; communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.

DUTIES : Perform digital recording of court proceedings and ensure integrity of such records.
Update case progress on High Court System; Render support services to case

flow management; Rendering of efficient and effective support service to the court;
Attend and oversee to general public enquiries/correspondence; Store, keep and file court records safely; operate and provide support to court systems, e.g. escheduler/Integrated Case Management Systems (ICMS), Video Remands, document scanning, data capturing, etc.

How to Apply

Northern Cape: Quoting the relevant reference number, direct your application to:

The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043,
Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive,
Room B107, Kimberley. Enquiries: (053) 807 2733.

Eastern Cape: Quoting the relevant reference number, direct your application to:

The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent,
5247, East London, or hand deliver applications to, Office of the Chief Justice
Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor
Vincent, East London Enquiries: Mr S Mponzo (043) 7265217.

[Download Z83 Form](#)

CLOSING DATE : 23 March 2018

Source: [DPSA](#)