

ADMINISTRATIVE CLERK: SUPERVISOR

National Prosecutions Service

SALARY: R 257 508.00 per annum (Excluding Benefits) (Level 7)

CENTRE: DPP: Pietermaritzburg - Recruit 2021/630

REQUIREMENTS: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES: Manage and/or supervise the legal Admin and documents Management Sections. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the court roll.

ENQUIRIES: Thabsile Radebe 033 392 8753

APPLICATIONS: e mail Recruit_2021630@npa.gov.za