



**REPUBLIC OF SOUTH AFRICA**

**OFFICE OF THE CHIEF JUSTICE**

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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 3 September 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 are required to capacitate the Office:

**REFERENCE:** 2015/43/FS

**POST:** JUDGES SECRETARY

**CENTRE:** BLOEMFONTEIN HIGH COURT: FREE STATE

**PACKAGE:** R 183 438.00 –R 216 084.00 (All inclusive). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 plus 3 years' experience or second year registered Law Student;
- A valid driver's license will be an added advantage.

**SKILLS AND COMPETENCIES:**

- Proficiency in English
- Computer literacy (MS Office)
- Good communication skills (written and verbal)
- Administration and organizing skills
- Planning and organizing ability
- Ability to work under pressure;
- Accuracy and attention to detail

**KEY RESPONSIBILITY AREAS:**

- Answering of incoming calls and outgoing calls on behalf of the judge;
- Manage and type correspondence for the judge;
- Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements etc.
- Maintain a proper filing system in the judges' office;
- Arrange receptions for the Judge, his/her visitors and attend to their needs;
- Provide general secretarial / administrative duties to the judge;
- Working closely with all other internal and external stakeholders;

**ENQUIRIES:** Ms MA Luthuli ☎ (051) 407 1800

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:

**The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20578, BLOEMFONTEIN, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301.**


**CLOSING DATE:** **20 March 2015**

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa 1996, and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, 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 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 Resource policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

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.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

**We welcome applications from persons with disAbilities** 

**CHIEF DIRECTOR: CORPORATE SERVICES: HR**