



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF JUSTICE

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 is required to capacitate the Office:

REFERENCE: 2015/40/KZN

POST: JUDGES SECRETARY

CENTRE: KWA ZULU NATAL HIGH COURT: DURBAN

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;
- Proficiency in English.
- Computer literacy (MS Office);
- Good communication skills (written and verbal);
- Administration and organizing skills.
- A valid driver's license will be an added advantage.
- Candidates will be subjected to a typing test

SKILLS AND COMPETENCIES:

- Excellent typing skills
- Good communication skills (written and verbal)
- Good administration and organizational skills
- Good interpersonal and public relations skills
- Ability to work under pressure;
- A valid driver's license
- 2 – 3 years legal experience will serve as an added advantage

KEY RESPONSIBILITY AREAS:

- Provide general secretarial / administrative duties to the judge
- Answering of telephone calls and make telephone call 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.

- Safeguarding of all case files and endorsement of case files with order made by judge
- Update judge's chambers books, documents and provide copies of documents to registrar
- Accompany the judge on circuit and to court at seat of court;
- Management of judge's vehicle and the driving thereof
- Arrange reception for the judge, his visitors and attend to his and visitor needs.

ENQUIRIES: Ms. K Marais ☎ (031) 362 5823

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

**The Acting Provincial Head, Private Bag X 54372, DURBAN, 4000 OR
PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 2 Devonshire
Place, Smith Street, DEVONSHIRE, DURBAN, 4001**


CLOSING DATE: 20 March 2015

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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