



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 persons are required to capacitate the Office:

POST : **PERSONAL ASSISTANT**

REFERENCE : **2015/18/OCJ**

SALARY : R183 438 – R216 084 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Chief Justice: Corporate Services

REQUIREMENTS :

- An appropriate B-degree or equivalent qualification in office management with 3 years appropriate experience or;
- Grade 12 with 5 years appropriate experience as a Personal Assistant;
- Sound knowledge of office and document management practices;
- Advanced application of MS Office Applications;
- Valid driver's license;
- Ability to work independently and meet deadlines;
- Ability to attend to detail and to ensure the correctness of data / information;
- Financial Administration; Communication;

Problem solving

DUTIES :

- Manage the office of the Executive Manager including diary coordination
- Secretarial support and document management
- Provide technical support to the Executive Manager in his/her capacity as Budget Programme Manager of the Unit.
- Provide secretariat support to the management structures
- Supervise and coordinate shared secretarial support services provided to senior managers in the Unit.
- Coordinate corporate support service activities for the Unit. Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the Executive

- Manager less complicated outgoing correspondence / instructions / notes

ENQUIRIES : Ms Charmaine Gideon ☎011 838 2010

CLOSING DATE : 20 February 2015

APPLICATIONS : The applications can be delivered to the Director Human Resources, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, for the attention HR Directorate. Applications can also be hand delivered to the Office of Human Resource Management, 14th floor, Eura House 41 Fox Street, Johannesburg.

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 Resources 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.

People with disabilities are encouraged to apply.

DIRECTOR: HR