



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 23 August 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 : 2016/17/OCJ

POST : JUDGES SECRETARY

CENTRE : CONSTITUTIONAL COURT

SALARY : R 196 278 – R 231 210 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 plus three years' appropriate experience as a Personal Assistant;
- Advanced application of MS Office Application;
- 2 – 3 years legal experience will serve as an added advantage;
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Provide general secretarial/administrative duties to the Justice of the Constitutional Court;
- Pursue all avenues of enquiry indicated by the Justice and where necessary, direct attention to others;
- Be available to attend any meetings or hearing and to keep notes of the proceedings;
- Conduct media scan and research on current judgements as it on local and foreign cases ;
- Prepare reports of the offices and respond to all correspondence;
- Assist in updating and amending practice notices;
- Be available to assist in receiving and entertaining official visitors to the court and engage with VIP'S Dignitaries, Presiding ETC;
- Receive and forward enquiries from Public Institutions, etc for follow up, research, comments and other for answering either verbally or in writing before submissions to the Justice.

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal);
- Self driven;
- Exceptional interpersonal skills;
- Display of initiative;
- Integrity and discretion in dealing with secret and confidential matters;
- High professional ethos;
- Ability to meet strict deadline and to work under pressure;
- A sense for attention to detail.

ENQUIRIES: Mr T Rikhotso 📞 (011) 359 7400

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Eura House, 41 Fox Street, Johannesburg.

CLOSING DATE: **19 FEBRUARY 2016**

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. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

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 