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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 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** : 2016/98/OCJ

**POST** : JUDGES SECRETARY

**CENTRE** : NORTHERN CAPE HIGH COURT: KIMBERLEY

**LEVEL** : 7

**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' secretarial experience;
- Computer literacy (MS Office)
- 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 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 the endorsement of case files with order made by Judge,
- Update Judge's chambers book, documents and provide copies of documents to the Registrar,
- Accompany the Judge to Court and circuit Courts as well,
- Management of judge's vehicle, logbook and the driving thereof,
- Arrange receptions for the Judge, and his visitors and attend to their needs.
- To collate statistics and submission on monthly basis;

- Any other task for or allocated by the Judge, Comply with Departmental Policies and Prescripts.

**SKILLS AND COMPETENCIES:**

- Good communication skills (written and verbal);
- Computer literacy (MS Office);
- Excellent typing skills;
- Administration and organizational skills;
- Self driven;
- Exceptional interpersonal skills;
- Ability to meet strict deadline and to work under pressure;
- Attention to detail.

**ENQUIRIES:** Ms S Ruthven 📞 (053) 807 2733

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X5043, **KIMBERLEY**, 8300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Northern Cape High Court: Kimberley, 8301.

**CLOSING DATE:** **18 MARCH 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** 