



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 service of the following dynamic person is required to capacitate the Office:

**REFERENCE:** 2015/177/OCJ

**POST:** PERSONAL ASSISTANT TO THE CEO OF SAJEI

**SALARY:** R 196 278.00 – R 231 210.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** NATIONAL OFFICE (JOHANNESBURG)

**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 licence;
- Ability to work independently and meet deadlines;
- Ability to attend to detail and to ensure the correctness of data / information;
- Financial Administration; Communication.

**KEY PERFORMANCE AREAS:**

- 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

**ENQUIRIES:** Ms Charmaine Gideon ☎ (011) 838 2010

**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, 13<sup>th</sup> floor, Edura House, 41 Fox Street, Johannesburg.

**CLOSING DATE:** **20 NOVEMBER 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 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.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

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** 