



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: 2016/107/OCJ

POST: JUDGES SECRETARY

CENTRE: NORTH WEST HIGH COURT: MMABATHO

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

REQUIREMENTS:

- Grade 12 plus 3 years' secretarial experience or second year registered Law Student;
- Proficiency in English
- Computer literacy (MS Office);
- A valid driver's licence will be an added advantage;
- 2-3 years legal experience will serve as an added advantage.
- **NB: Shortlisted candidates will be subjected to a typing test.**

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, his visitors and attend to their needs.

SKILLS AND COMPETENCIES:

- Excellent typing skills;
- Good communication skills (written and verbal);
- Administration and organizational skills;
- Good interpersonal and public relations skills;
- Ability to work under pressure;

- Attention to detail.

ENQUIRIES: Ms M Monkge ☎ (018) 397 7065

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The OCJ Provincial Head, Private Bag X 2033, **MMABATHO**, 2735 OR hand delivered to: 22 Molopo Road, Ayob Gardens: Mafikeng.

CLOSING DATE: **15 APRIL 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 