



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 person are required to capacitate the Office:

REFERENCE : 2015/122/OCJ

POST : ADMINISTRATIVE OFFICER

CENTRE : OFFICE OF THE CHIEF JUSTICE: NATIONAL OFFICE

SALARY : R 242 382 –R 285 513 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS

- An appropriate Bachelor's Degree/National Diploma in Public Administration or equivalent qualification on NQF level 6
- Two (2) to three (3) years' experience in Administration.
- Sound knowledge and experience of auxiliary services.
- Knowledge of general office work, National Archives Act, OHS and PFMA.
- Computer literacy

KEY RESPONSIBILITIES

- Provide administrative support for the Facilities Management and Security unit.
- Coordinating unit workshops, meetings and taking minutes.
- Coordination of facilities, fleet and records management services in the OCJ head office and linked institutions.
- Collating OCJ's Facilities Management and Security unit reports from the linked institutions.

ATTRIBUTES

- Ability to work independently and meet deadlines.
- Ability to attend to detail and ensure the correctness of information.
- Ability to work under pressure.

COMPETENCIES

- Facilities administration.
- Good communication skills.
- Problem solving skill

ENQUIRIES : **MS K MOTHEI (011) 838 2010**

APPLICATIONS : Quoting the relevant reference number, direct your application to;

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The Director: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, 000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg

CLOSING

CLOSING DATE : **4 September 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. Successful candidates may be required to undergo security clearance.

The successful candidate/s will be subjected to Personal Suitability checks (criminal record-, citizenship & financial / asset record checks (only applicable to posts relating to Finances) qualification and employment verifications. Successful candidates will also be subjected to security clearance processes to security clearance processes.

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

CHIEF DIRECTOR CORPORATE SERVICES

We welcome applications from persons with disAbilities 