



**OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA**

---

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** : 2016/180/OCJ  
**POST** : SENIOR ADMINISTRATIVE OFFICER:  
**CENTRE** : NATIONAL OFFICE: INSTITUTIONAL SECRETARIAT  
**LEVEL** : 8  
**SALARY** : R 262 272.00 –R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- An appropriate National Diploma /Bachelor's Degree in Public Administration or equivalent qualification on NQF level 6;
- Three (3) years' experience in office administration experience
- A valid driver's licence

**KEY RESPONSIBILITY AREAS:**

- Ensure that all the meeting venues are secured and other requirements such as booking of transport and accommodation for members are managed;
- Assist with the production and distribution of meeting documentation to members, Executive Management and other relevant officials;
- Assist with any other Divisional activities where necessary including printing and binding documents , courier of meeting packs;
- Assist with the confirmation of availability of members to attend meetings;
- Maintain the Secretariat Division archiving and filing system;
- Liaise with the managers within the Directorate: Secretariat Services to provide all the meeting dates and meeting requirements;
- Responsible for requisition of the Secretariat Directorate stationery requirements according to the Supply Chain Management policy and monitoring thereof on a monthly basis;

- Arrange catering for Committee meetings where catering is required.

**SKILLS AND COMPETENCIES:**

- Attention to detail;
- Good organisational and time management skills;
- Interpersonal skills (Excellent written and verbal communication skills);
- Proficiency in MS Office and advance computer literacy;
- Diligent work ethic and attention to detail ;
- Ability to work under severe pressure.
- 

**ENQUIRIES:** Ms S Ratshefola  
☎ (010) 493 2628

**APPLICATIONS:** 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, 188, 14th Road, Noordwyk, MIDRAND.

**CLOSING DATE:** **29 July 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.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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** 

