



**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 : 2016/183/OCJ

POST : ADMINISTRATIVE OFFICER

CENTRE : NATIONAL OFFICE : COMMUNICATIONS

LEVEL : 7

SALARY : R 211 194.00 –R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate National Diploma in Public Management or Administration or equivalent qualification on NQF level 6;
- Two (2) years' experience in administration;
- Knowledge of Public Finance Management Act (PFMA);
- Understanding of the Department's Accounting System (Persal and BAS);
- Understanding of the Departmental Financial Instructions (DFI) and Departmental policies and procedures;
- Knowledge of Performance Management;
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Responsible for the effective administrative functioning of the Communication Unit;
- Provide support to the Head of Unit in his/he management of the HR, Finance and project management functions;
- Assist in the management of OCJ events;
- Handle procurement processes for the Communication Unit;
- Responsible for all logistics planning related to travel and events;

- Organise and document meetings of the Communication Unit
- Manage Incoming and outgoing correspondence;
- Develop and maintain standard operating systems and procedures within the Unit.
- Manage internal and external customer relations;
- Draft correspondence and manage workflow record systems;
- Support project monitoring and prepare quarterly and annual performance reports;
- Assist with any other activities of the Communication Unit.

SKILLS AND COMPETENCIES:

- Sound Interpersonal relations;
- Planning and Organizing skills;
- People management;
- Problem solving skills;
- Maintaining discipline;
- Computer literacy;
- Good communication skills (written and verbal);
- Conflict management and Supervisory skills.

ENQUIRIES: Ms L Mothemane 010 439 2533

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



