



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:

POST : SECRETARY (2 POSTS)

NOTE : SEPARATE APPLICATIONS TO BE COMPLETED FOR EACH POST (QUOTE THE RELEVANT REFERENCE NUMBER)

CENTRE : NATIONAL OFFICE: DIRECTORATES:
INTERNAL AUDIT AND RISK MANAGEMENT (REF: 2016/201/OCJ)
MONITORING AND EVALUATION (REF: 2016/202/OCJ)

LEVEL : 5

SALARY : R 142 461 - R 167 814 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- Grade 12 (with typing as subject or Secretarial Certificate or any other training/ qualification that will enable the person to perform the work satisfactorily).
- A relevant Diploma in Secretarial studies/Office Administration/Management will be an added advantage.
- Knowledge of Financial and Supply Chain administration procedures and process will serve as an added advantage.
- Good interpersonal and organizational skills.
- Good communication skills (written and verbal).
- Ability to work in a team and independently.
- A valid driver's license.
- Computer literate and advance skills in word, excel and PowerPoint.

KEY RESPONSIBILITY AREAS:

- Provide secretarial support to the Director and general administration support to the Directorate.
- Handle travel and accommodation arrangement and process travel and subsistence claims for the Directors and members of the unit.
- Manage the diary and calendar management for the Finance Directors and maintain an appropriate schedule for appointments.
- Operate office equipment like fax machine, photocopier etc, and ensure that it is in good working order.
- Coordinate effective internal and external meetings, seminars, works shops and events. Compile agenda and take accurate minutes during meetings.
- Remain up to date with regards to prescripts /policies and procedures applicable to the work terrain to ensure efficient and effective support to the Finance Directors.
- Manage the leave register.
- Maintain an effective filing and document tracking system (electronic and physical).
- Draft routine correspondence, memos, submissions, reports and other correspondence and notes.
- Handling basic enquiries and assisting clients as well receiving visitors.

SKILLS AND COMPETENCIES:

- Exceptional organising and planning skills
- Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs)
- Language skills and the ability to communicate with officials at all levels
- Ability to work independently, under pressure and in a team
- Ability to correctly interpret relevant documentation
- Problem solving skills
- Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook);
- Good interpersonal relations and customer service orientation
- Proper usage of office equipment

ENQUIRIES: Directorate Internal Audit and Risk Management - Mr RE Mabunda ☎ (011) 493 2500
Directorate Monitoring and Evaluation - Mr M Masilo ☎ (011) 493 2500

APPLICATIONS: **Quoting the relevant reference number, direct your application to the following addresses:**

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. Enquiries:

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

