



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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** : 2016/161/OCJ

**POST** : SECRETARY TO THE PROVINCIAL HEAD (6 MONTHS CONTRACT)

**CENTRE** : NORTH WEST PROVINCIAL SERVICE CENTRE: MAHIKENG

**LEVEL** : 5

**SALARY** : R 142 461.00 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 or equivalent qualification;
- Secretarial qualification or equivalent will be an added advantage;
- Experience in secretarial and office management;
- Knowledge and experience in the financial environment will be an added advantage;
- A valid drivers licence will be an added advantage;
- Shortlisted candidates might be subjected to a test in order to demonstrate their typing skills and computer skills.

**SKILLS AND COMPETENCIES:**

- Good communication skills (written and verbal);
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Internet)
- Ability to conduct basic research;
- Basic problem solving skills;
- Good judgement and decision-making skills;
- Assertiveness and confidence to interact at all levels;
- Ability to work under pressure;
- Administrative and organizational skills;
- Sound interpersonal relations;

- Accuracy and attention to details.

**KEY RESPONSIBILITY AREAS:**

- Administer an on-line and physical diary of the Director: Court Operations;
- Manage information and data on behalf of the Director: Court Operations;
- Plan and schedule day to day tasks of the Director; Court Operations;
- Manage telephone calls and convey messages;
- Organize meetings/workshops/conferences and functions;
- Draft coherent submission, executive reports, memorandum and letters;
- Type and edit correspondence;
- Receive and attend visitors;
- Serve refreshments to visitors and/or at identified meetings as indicates by the Director: Court Operations;
- Handle travel arrangements e.g passports and visas, accommodation, flight tickets, Subsistence and travel claims, money exchange and other tasks as directed by the Director: Court Operations;
- Accompany/ attend meetings with the Director: Court Operations and compile minutes and reports.

**ENQUIRIES:** Ms ME Monkge 📞 (018) 397 7065

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Provincial Head, Office of the Chief Justice Service Centre, Mafikeng High Court, Private Bag X2010, **MMABATHO**, 2735. Applications can also be hand delivered to Office of the Chief Justice, 22 Molopo Road, Ayob Building, MAHIKENG, 2745.

**CLOSING DATE:** **24 JUNE 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 candidates selected for SMS posts must undergo competency assessment test after the interview.

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**

