



**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 : 2015/206/OCJ

POST : RE-ADVERT ADMINISTRATIVE OFFICER

CENTRE : HIGH COURT OF SOUTH AFRICA GAUTENG LOCAL DIVISION:
JOHANNESBURG

SALARY : R 243 747.00 – R 287 121.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Three year National Diploma in Public Administration / Public Management or equivalent,
- 3-5 year's experience in Clerical / Administrative work,
- Sound knowledge of Human Resource Management, Labour Relations, and Risk Management,
- Extensive knowledge of PFMA and DFI, A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Provisioning of general supervision over clerical staff and work in the administration,
- Handling all discipline matters within the section,
- Office administration in the Court Clerks section,
- Checking of various documents for proper completion and correctness;
- Collection of data and populating statistics for submission to the statistical Officer,
- Assisting with duties related to the digital court recording system,
- Safe-keeping and organizing of backup CD's of Court recordings;
- Facilitate retrieval of audio, do record keeping and follow-ups in regards audio request,
- Rendering efficient and effective support to the courts;
- Investigating in formal disciplinary matters;
- Managing performance in the office and quarterly assessment of staff;
- Handling of correspondence;

- Liaising with internal and external stake-holders,
- Problem solving and attending to complains, request and enquiries,
- Drafting memorandum, submission and reports;
- Rendering advise / assistance on wide spectrum of matters;
- Facilitation of training and development of clerical staff;
- Participate in the executive management of the court,
- Ensure compliance with governing legislation, policies and procedures;

SKILLS AND COMPETENCIES:

- Computer literacy;
- Communication skills;
- Motivating solving skills;
- Planning and organizing;
- Good interpersonal relations.

ENQUIRIES: Ms Sharon Mnisi ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to:
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, Human Resource Management, 13th floor, E dura House, 41 Fox Street, Johannesburg.

CLOSING DATE: **4 DECEMBER 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. 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

