



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 : 2015/212/OCJ

POST : SECRETARY

CENTRE : KWAZULU-NATAL PROVINCIAL SERVICE CENTRE: DURBAN

SALARY : R 132 399.00 –R 155 961.00 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)
- Knowledge of Financial Provisioning and /or Human Resources administration procedures and process will serve as an added advantage.
- Knowledge of procedure and process applied in Office Management.
- Understanding of confidentiality in government
- A valid driver's license.
- Computer literate and advance skills in word, excel and powerpoint.

KEY RESPONSIBILITY AREAS:

- Make travel arrangement.
- Process travel and subsistence claims for the Provincial Head and members of the unit.
- Coordinate Units activities and Reporting.
- Record appointments and events in the diary of the Provincial Head.
- Operate office equipment like fax machine, photocopier etc, and ensure that it is in good working order.
- Source information which may be of the Provincial Head (e.g newspaper clipping, internet articles and circulars).
- Providing support to the Provincial Head regarding 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 Provincial Head.

- Draft routine correspondence, submissions, reports and other correspondence and notes.
- Keep a complex document filing and retrieval system.
- Capture data on Persal.
- Capture Financial information on BAS, JYP and PERSAL.

SKILLS AND COMPETENCIES:

- Planning and organizing
- 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 ability to communicate well with people at different levels and from different backgrounds.
- Ability to correctly interpret relevant documentation
- Computeracy
- Good interpersonal relations and customer service orientation
- Proper usage of office equipment.

ENQUIRIES: Ms L Marie ☎ (031) 372 3109

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

The Provincial Head, Private Bag X54372, **DURBAN**, 4000 OR PHYSICAL ADDRESS: Office of the Chief Justice, 2 Devonshire Place, off Anton Lembede (Smith Street), Durban, 4001.

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.

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

