



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 3 September 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 is required to capacitate the Office:

REFERENCE: 2015/151/FS/OCJ

POST: SECRETARY (2 POSTS) (TO SERVE ACTING JUDGES)

DURATION: (CONTRACT ENDING 31 MARCH 2016)

CENTRE: FREE STATE HIGH COURT: BLOEMFONTEIN

PACKAGE: R 132 399.00 – R 155 961.00 (plus 37% in lieu of benefits). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 plus 2 years' secretarial experience or second year registered Law Student;
- Computer literacy (MS Office)
- A valid driver's license
- Legal experience will serve as an added advantage

SKILLS AND COMPETENCIES:

- Excellent typing skills
- Good communication skills (written and verbal)
- Good administration and organizational skills
- Good interpersonal and public relations skills
- Ability to work under pressure;

KEY RESPONSIBILITY AREAS:

- Provide general secretarial / administrative duties to the judge
- Answering of telephone calls and make telephone call on behalf of the judge;
- Manage and type correspondence for the judge;
- Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements etc.
- Safeguarding of all case files and endorsement of case files with order made by judge
- Update judge's chambers books, documents and provide copies of documents to registrar
- Accompany the judge on circuit and to court at seat of court;
- Management of judge's vehicle, logbook and the driving thereof
- Arrange reception for the judge, his visitors and attend to his and visitor needs.

- To collate statistics and submission on a monthly basis.
- To assist with research on adhoc basis.

ENQUIRIES: Ms M Luthuli 📞 (051) 406 8100

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

The Court Manager, Office of the Chief Justice, Free State High Court, Private Bag X 20612, Bloemfontein, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice, Free State High Court, Corner President Brandt Street & Fontein Street, Bloemfontein, 9301


CLOSING DATE: 28 AUGUST 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 Personal Suitability checks (criminal record, citizenship & financial / asset record checks (only applicable to posts relating to Finances) qualification and employment verifications. Successful candidates may be required to undergo security clearance.

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 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT