



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 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 are required to capacitate the Office:

REFERENCE : 2017/12/OCJ

POSTS : **CONTRACT JUDGE'S SECRETARIES (3 POSTS)**
(Until 31 March 2018)

CENTRE : **LAND CLAIMS COURT (RANDBURG)**

SALARY : R226 611.00 +37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 with Secretarial Diploma or equivalent qualification.
- Short listed candidates will be required to pass a typing test.
- A valid driver's license.

Additional requirements will serve as an advantage:

- A four year recognized qualification or a minimum of 20 modules completed towards an LLB Degree, BA or B Com Law Degree (Results must be attached as proof)
- Proficiency in English or any other official language.
- Law related experience.

KEY RESPONSIBILITY AREAS:

- Draft, manage and type memorandums, decisions, opinions, judgments, orders and correspondence for and or written by the Judge, and modify or correct same as directed (including dicta typing)
- Provide general secretarial/ administrative duties to the Judge ;
- Answering of telephone calls and make telephone calls on behalf of the Judge;

- Manage and type correspondence, judgments and orders for the judge (including dicta typing);
- Arrange and diarize appointment, meetings, official visits, and make travel and accommodation arrangements;
- Arrange reception for the Judge, his/her visitors and attend to Judge's needs;
- Safeguarding of all case files and court records, endorsement of case files with the order made by the Judge including when reserved judgments are handed down;
- Update files, documents and provide copies of documents to the Registrar;
- Perform digital recording functions of court proceedings during urgent court sessions after hours and ensure integrity of such records;
- Collation and submission of all required statistical data relating to all matters before the Judge and as directed from time to time and reporting case outcomes to the Office of the Registrar and Court Statistician;
- Accompany the Judge on circuit and to Court.
- Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court;
- Management of Judge's vehicle maintenance, logbook and completion of required reports etc in that regard;
- Management of Judge's Library and updating of loose leaf publications;
- Execute legal research as directed by the Judge;
- Any other task allocated by the Judge, Court Manager, Office Manager and or any other supervisory personnel;
- Comply with all Departmental Policies and Prescripts.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office)
- Good communication skills (written and verbal);
- Administration and organization skills
- Research Capabilities

ENQUIRIES: Ms T Mbalekwa 📞 (011) 335 0284

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

The Provincial Head, Office of the Chief Justice, Private Bag X 07, **JOHANNESBURG 2000**. Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: 23 MAY 2017

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. 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: HUMAN RESOURCE MANAGEMENT