



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: 2015/157/LP/OCJ

POST: JUDGE'S SECRETARY (6 POSTS)

CENTRE: LIMPOPO HIGH COURT: POLOKWANE

SALARY: R 196 278 – R231 210 per annum. (The successful candidate will be required to sign a performance agreement).

REQUIREMENTS:

- Grade 12, two years relevant experience or second year registered Law student;
- Computer literacy (MS Office)
- A valid driver's license
- 2-3 years legal experience will serve as an added advantage
- Short listed candidates will be required to pass a typing test

RECOMMENDATION

- A valid driver's license

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;

DUTIES AND RESPONSIBILITIES:

- Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed (including dicta typing),
- Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc
- Safeguarding of all case files and the endorsement of case files with order made by Judge.
- Provide general secretarial/administrative duties to the Judge,
- Update files, documents and provide copies of documents to the Registrar
- Accompany the Judge to Court and circuit Courts as well,
- After a case has been completed and opinion, decision or judgement entry released, return case file to administration for returns to clerk's office. Reviews file before returning it to administration to make sure it is complete and that there is nothing in the file that does not belong there, such as Judges notes, interoffice memoranda, ect.
- Management of judges vehicle, logbook and driving thereof,
- Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management,
- Responsible for maintaining, updating and implementing the court's public records retention schedule with respect to all records kept by the court,
- Arrives at work on time and is present during working hours, cooperates with Judges, supervisors and co-workers as necessary to insure the smooth and efficient operation of the court.
- Performs other duties as requested by the Judges, or Court administrator,
- Arrange receptions for the Judge, and his visitors and attend to their needs.
- Manage of Judges Library and updating of loose leaf publications
- Any other task for or allocated by the Judge,
- Comply with Departmental Policies and Prescripts.

ENQUIRIES: Ms. Ndalamo Phadziri ☎ (015) 287 2038)

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X9526, POLOKWANE, 0700 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 92 Bok Street, POLOKWANE, 0700


CLOSING DATE: **02 OCTOBER 2015**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 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 CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT