



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 service of the following dynamic person is required to capacitate the Office:

REFERENCE : 2015/160/LP/OCJ

POST : PERSONAL ASSISTANT

SALARY : R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Chief Justice Service Centre: Polokwane

REQUIREMENTS :

- An appropriate B-degree or equivalent qualification in office management with 3 years appropriate experience or;
- Grade 12 with 5 years appropriate experience as a Personal Assistant;
- Sound knowledge of office and document management practices;
- Advanced application of MS Office Applications;
- Valid driver's license;
- Ability to work independently and meet deadlines;
- Ability to attend to detail and to ensure the correctness of data / information;
- Financial Administration; Communication;

DUTIES :

- Manage the office of the Executive Manager including diary coordination
- Secretarial support and document management
- Provide technical support to the Executive Manager in his/her capacity as Budget Programme Manager of the Unit.
- Provide secretariat support to the management structures

- Supervise and coordinate shared secretarial support services provided to senior managers in the Unit.
- Coordinate corporate support service activities for the Unit. Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the Executive

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, 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