



**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:

REF NO : 2016/262/OCJ

POST : SENIOR ADMINISTRATIVE OFFICER: FACILITY
MANAGEMENT (RE-ADVERTISEMENT)

**APPLICANTS THAT PREVIOUSLY APPLIED ARE
WELCOME TO RE-APPLY**

CENTRE : NATIONAL OFFICE

LEVEL : 8

SALARY : R 262 272.00 – R 308 948.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Bachelor`s Degree/National Diploma in Public Administration or equivalent qualification on NQF level 6;
- Three (3) to five (5) years` experience in administration;
- Sound knowledge and experience of auxiliary services;
- Knowledge of general office work,
- National Archives Act, OHS and PFMA;
- Computer literacy.

SKILLS AND COMPETENCIES:

- Facilities administration;
- Good communication skills;
- Problem solving skill;
- Ability to work independently and meet deadlines;
- ability to attend to detail and ensure the correctness of information;
- Ability to work under pressure.

KEY RESPONSIBILITY AREAS

- Provide administrative support for the Facilities Management and Security unit;
- Coordinating unit workshops, meetings and taking minutes;

- Coordination of facilities, fleet and records management services in the OCJ head office and linked institutions;
- Collating OCJ's Facilities, fleet and records management services in the OCJ head office and linked institutions;
- Collating OCJ's Facilities management and security unit reports from the linked institutions.

ENQUIRIES: Ms R Modiba ☎ (010) 493 2542

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources; Office of the Chief Justice Private Bag X10
Marshalltown 2107. Applications can also be hand delivered to the OCJ 188,14th
Road Noordwyk, Midrand 1685.

CLOSING DATE: **2 September 2016**

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.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

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 