



**OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA**

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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** : 2016/263/OCJ

**POST** : CONTRACT JUDGES SECRETARY  
(CONTRACT VALID UNTIL 31 MARCH 2017)

**CENTRE** : THE HIGH COURT OF SOUTH AFRICA  
GAUTENG LOCAL DIVISION JOHANNESBURG

**LEVEL** : 7

**SALARY** : R 211 194.00 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12, Secretary Diploma or LLB Degree or equivalent qualification or a minimum of 20 modules completed towards LLB Degree, BA or BCom Law Degree (results must be attached as proof);
- Proficiency in English and Afrikaans;
- Law related experience.

**SKILLS AND COMPETENCIES:**

- Communication skills (verbal and written);
- Good interpersonal relations;
- Ability to work under pressure;
- Computer literacy;
- Confidentiality;
- Research capabilities.

**KEY RESPONSIBILITY AREAS**

- Draft and type memorandums, decision, opinions or Judgements 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, judgements and orders for the Judge (Including dicta typing);

- Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements;
- Safe guarding of all case files and the endorsement of case files with order made by Judge; Update files, documents and provide copies of documents to the Registrar;
- After a case has been completed and opinions, decision or judgements entry released returns case file to the Registrar;
- Accompany the Judge on circuit and to Court at the seat of Court; Cooperates with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court; Management of Judge's Vehicle, logbook and driving thereof; Arrange receptions of the Judge, his or her visitors and attend to their and Judge's Needs; Management of Judge's Library and updating of loose leaf publications;
- Execute legal research as directed by the Judge;
- Any other task for or allocated by the Judge;
- Comply with Departmental policies and prescripts.

**ENQUIRIES:** Ms S Mnisi ☎ (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:** **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** 