



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:

**REFERENCE** : 2016/274/OCJ

**POST** : EVENTS COORDINATOR

**CENTRE** : NATIONAL OFFICE

**LEVEL** : 9

**SALARY** : R 311 784.00 – R 367 254.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A National Diploma in Events Management from an accredited institution or equivalent qualification;
- A minimum of 3 years' experience in providing logistical support to facilitators and trainers;
- An understanding of the South African criminal justice sector, especially judiciary;
- A minimum of 3 years' experience in establishing and managing a filing system;
- Advanced computer literacy;
- A valid driver's license.

**SKILLS AND COMPETENCIES:**

- Good report writing skills;
- Ability to work under pressure;
- Good networking and communication skills;
- Excellent logistical support;
- Basic financial management;
- Problem analysis and solving;
- Knowledge management.

## KEY RESPONSIBILITY AREAS:

- Source venues for training, seminars and educational programs;
- Initiate travel arrangements of the delegates and facilitators as per approved program and inform them timeously;
- Copy and package training materials for the programs;
- Conduct ushering services at SAJEL events;
- Collate the evaluation information after every event and submit to management;
- Prepare training and consolidated evaluation reports after each event;
- Ensure that all training documents comply with Records management policy;
- perform other duties as directed.

**ENQUIRIES:** Ms F Seedat ☎ (010) – 493 2500

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Director: Human Resources, Office of the Chief Justice, Private Bag X10,  
MARSHALLTOWN, 2000. Application can also be hand delivered to the Office  
of the Chief Justice, 188, 14<sup>th</sup> Road, Noordwyk, **MIDRAND**.

**CLOSING DATE:** **30 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.

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**

