



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:

REFERENCE : 2016/280/OCJ

POST : JUDGES SECRETARY

CENTRE : HIGH COURT MTHATHA

LEVEL : 7

SALARY : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 plus 3 years appropriate experience as a Personal Assistant;
- Experience in legal administration or environment will be an added advantage;
- Advanced application of MS Office Applications;
- Proficiency in English;
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Self-driven;
- Exceptional interpersonal skills;
- Exceptional interpersonal skills;
- Display of initiative;
- integrity and discretion in dealing with secret and confidential matters;
- High professional ethos;
- Ability to meet strict deadlines and to work under pressure;
- A sense for attention to detail.

KEY RESPONSIBILITY AREAS:

- Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator 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, returns case file to administration for returns to clerk's office;
- Management of judge's vehicle, logbook and the driving thereof;
- Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statement, 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;
- Arrange receptions for the Judge, and his visitors and attend to their needs;
- Perform other duties as requested by the Judges, or Court administration.
- Comply with Departmental Policies and Prescripts.

ENQUIRIES: Ms N Biko 📞 (043) 726 8580

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Private Bag X9065, EAST LONDON, 5200 OR PHYSICAL
ADDRESS: Office of the Chief Justice Service Centre, No. 3 Phillip Frame
Road, CHISLEHURST, EAST LONDON.

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.

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

