



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:

- POST** : **SENIOR ADMINISTRATIVE OFFICER (2 POSTS)**
- SALARY** : R 262 272.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **KwaZulu-Natal High Court: Durban (Ref no: 2016/215/OCJ)**
Labour Court Durban (Ref no 2016/216/OCJ)
- REQUIREMENTS** : An appropriate National Diploma /Bachelor's Degree in Administration or Finance or equivalent qualification; 3 years' relevant experience in Office Administration; A valid driver's licence (minimum Code 8); Computer Literacy. **Skills and competencies:** Good Communication Skills (written and verbal); Good interpersonal skills; Attention to detail; Advanced computer skills (MS Office); Continual learning and information search; Public management, leadership, organisational and problem solving skills; Customer oriented; Ability to interpret and apply policy; Able to work accurately under pressure and work independently. Knowledge of the Public Financial Management Act (PFMA), DFI, BAS, JYP and other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management will be an added advantage;
- DUTIES** : Control of the sections related to Human Resources, Finance and Supply Chain Management. Manage finances of the office (Vote Account) including the Budget; Draft and submit memorandums and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the OCJ and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Implement departmental policies; Perform any other duties as directed by the Supervisor/ Court manager or Director Court Administration.
- ENQUIRIES** : Ms L Marrie ☎ (031) 372 3167
- APPLICATIONS:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice, Private Bag X54372, DURBAN, 4000 For the attention of Ms L Marrie. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd Floor, 2 Devonshire place, off Anton Lembede Street (Smith street), Durban, 4000.

CLOSING DATE: 5 AUGUST 2016

NOTE: Separate applications to be completed for each post (quote the relevant reference number).

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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

