



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 (5 POSTS)**
- SALARY** : R 262 272.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **Port Elizabeth High Court (Ref no:2016/217/OCJ)**
Mthatha High Court (Ref no 2016/218/OCJ)
Grahamstown High Court (Ref no: 2016/219/OCJ)
Eastern Cape: Labour Court: Port Elizabeth (Ref no: 2016/220/OCJ)
Bisho High Court (Ref no: 2016/221/OCJ)
- REQUIREMENTS** : An appropriate National Diploma in Public Management or Human Resource Management or equivalent qualification on NQF level 6; Three (3) years' experience in administration or court administration; Knowledge of Public Finance Management Act (PFMA); Knowledge of the Judges Remuneration Act and Regulations; Understanding of the Department's Accounting System (Persal and BAS); Understanding of the Departmental Financial Instructions (DFI) and departmental policies and procedures; Knowledge of Performance Management; A valid driver's licence. Skills and competencies: Sound Interpersonal relations; Planning and Organizing skills; People management; Problem solving skills; Maintaining discipline; Computer literacy; Good communication skills (written and verbal); Conflict management and Supervisory skills.
- DUTIES** : Supervision of staff members such as judges' secretaries, ushers and DCRS clerks; Ensure the recording of all court proceedings; Checking of statistics for all DCRS Clerks and submit to the statistician or statistical officer; Ensure downloading of recordings on RW-CDs; Keep record of all requests for transcription of recordings and take necessary steps to procure transcription of records. Manage performance of employees reporting to her/him. Any other duties assigned by the Court Manager or Registrar.
- ENQUIRIES** : Ms N Biko ☎ (043) 726 8580
- APPLICATIONS:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X9065, EAST LONDON, 5200. Applications can also be hand delivered to the Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, Chiselhurst, EAST LONDON.

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

