



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 REF NO: 2016/222/OCJ**
- SALARY** : R 262 272.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour Court: Cape Town
- REQUIREMENTS** : A three (3) year Bachelor's Degree in Administration/ National Diploma in Service Management plus the module on Case Flow Management or relevant equivalent tertiary qualification; At least three (3) years management or supervisory experience; A valid driver's license. Skills and Competencies: Office Management; Conflict Resolution Management; Computer Literacy; A valid driver's license; Planning and organizational skills; Good communication skills (written or verbal); Good interpersonal relations; Interpretation of Acts and regulations; Negotiation; Work ethic and Motivation; Customer service/ Stakeholder relations management; Self and stress management; Leadership and Management.
- DUTIES** : Co- ordinate Case flow Management; Issue all processed initiating Court proceedings; Co-ordinate interpreting services, Appeals and Reviews; Supervision of sub-ordinates and evaluation of their performance; Coordinate and manage the human resources of the office; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to the court; Management of security; Implement Departmental Policies in the court; Compile and analyse court statistics to show performance and trends; Provide case tracking services; Compile annual performance and statutory reports to relevant users; Develop and implement customer improvement strategies
- ENQUIRIES** : Ms L Adams ☎ 021-469 4000
- APPLICATIONS:** The Provincial Head: OCJ Service Centre Western Cape, Private Bag X9020, CAPE TOWN, 8000. For the attention of Ms L Adams. Applications can also be hand delivered to the Office of the Chief Justice, 35 Keerom Street, Cape Town, 8000.

CLOSING DATE: 5 AUGUST 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 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

