



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:

- POST** : **SENIOR ADMINISTRATIVE OFFICER IN THE OFFICE OF THE JUDGE PRESIDENT REF NO: 2016/223/OCJ**
- SALARY** : R 262 272.00 – R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State High Court: Bloemfontein
- REQUIREMENTS** : A relevant Bachelor's Degree or National Diploma; Three (3) years working experience in Court Administration; Must have relevant experience in generic administrative processes. Skills and Competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Financial Management; Ability to work independently and under pressure; Typing skills; Minutes writing skills; Valid driver's licence.
- DUTIES** : Managing the Judge President's office Budget; Routine administrative duties, record keeping, photo copying filing and managing personal and office diary of the Judge President; Accompany the Judge President to provincial and all stakeholder's meetings; Draft and distribute minutes and agenda for meetings; Monitor the submission of statistics from Heads of Courts in the province; Coordinate monthly's case flow related meetings; Responsible for purchases and requisitions of the Judge President; Coordinate the submission of minutes for DEEC and REEC meetings on behalf of the Judge President; Facilitate and coordinate PEEC meetings; Organising of security and liaising with the Protocol office for the JP's travel arrangements; Assist with the arrangements of local and international trips; Perform other duties as may be required from time to time.
- ENQUIRIES** : Ms N De La Rey ☎ (051) 406 8100
- APPLICATIONS:** The Provincial Head, Office of the Chief Justice, Free State High Court, Private Bag X 20612, BLOEMFONTEIN, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice, Free State High Court, Corner President Brand & Fontein Streets, Bloemfontein, 9301
- 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**

