



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** : **JUDGES SECRETARY (7 POSTS)**
- SALARY** : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **Durban High Court - 1 post (Ref no: 2016/228/OCJ)**  
**Pietermaritzburg High Court – 1 post (Ref no 2016/229/OCJ)**  
**Northern Cape High Court – 1 post (Ref no: 2016/230/OCJ)**  
**Western Cape High Court: Cape Town – 4 posts (Ref no: 2016/231/OCJ)**
- REQUIREMENTS** : Grade 12 with typing plus three years secretariat or relevant experience. Secretarial Diploma/Paralegal Qualification/ Second year registered Law Student or 2 – 3 years legal experience will serve as an added advantage; A valid driver's license. The ability to do Dictaphone typing will be a strong advantage. **NB: Shortlisted candidates are required to pass a typing test.**  
**Skills and competencies:** Good communication skills (written and verbal); Computer literacy (MS Office); Excellent typing skills; Administration and organizational skills; Self driven; Exceptional interpersonal skills; Ability to meet strict deadline and to work under pressure; Attention to detail. NB:
- DUTIES** : Types(or format) draft memorandum decisions, opinions or judgement entries written by assigned Judge, administer 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; 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; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge's Library and updating of loose leaf publications; Any other task as allocated by the Judge; Comply with Departmental Policies and Prescripts.
- APPLICATIONS:** Quoting the relevant reference number, direct your application to:
- KWAZULU NATAL: 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, 3<sup>rd</sup> Floor, 2 Devonshire place, off Anton Lembede Street (Smith street), Durban, 4000. Enquiries: Ms L Marrie ☎ (031) 372 3167.

NORTHERN CAPE: The Human Resources Management: High Court, The Office of the Chief Justice, Private Bag X5043, KIMBERLEY. Application can also be hand delivered to: Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, kimberley. Enquiries: Ms R Ruthven ☎ (053) 807 2733.

WESTERN CAPE: The Provincial Head: The Office of the Chief Justice Service Centre, Private Bag X9020, CAPE TOWN, 8000. Application can also be hand delivered to: 35 Keerom Street, Cape Town, 8000. Enquiries: Ms L Adams ☎ (021) 469 4000

**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**

