



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 3 September 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:

REFERENCE : 2015/162/GP/OCJ

POST : **RE-ADVERT CONTRACT ADMINISTRATIVE OFFICER (1 POST)**
(candidates who previously applied need to re-apply as previous applications will not be considered)

CENTRE : **GAUTENG HIGH COURT: PRETORIA**

SALARY : R 132 399.00 – R 155 961.00 (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Three year National Diploma in Public Administration / Public Management or equivalent.
- 3-5 years experience in Clerical / Administrative work.
- Sound knowledge of Human Resource Management, Labour Relations, and Risk Management;
- Extensive knowledge of PFMA and DFI
- A valid driver's license

KEY RESPONSIBILITY AREAS:

- Provisioning of general supervision over clerical staff and work in the administration
- Handling all discipline matters within the section,
- Office administration in the Court Clerks section
- Checking of various documents for proper completion and correctness;
- Collection of data and populating statistics for submission to the statistical Officer
- Assisting with duties related to the digital court recording system,

- Safe-keeping and organizing of backup CD's of Court recordings;
- Facilitate retrieval of audio, do recordkeeping and follow-ups in regards audio request,,
- Rendering efficient and effective support to the courts;
- Investigating in formal disciplinary matters;
- Managing performance in the office and quarterly assessment of staff;
- Handling of correspondence;
- Liaising with internal and external stake-holders,
- Problem solving and attending to complains, request and enquiries,
- Drafting memorandum, submission and reports;
- Rendering advise / assistance on wide spectrum of matters;
- Facilitation of training and development of clerical staff;
- Participate in the executive management of the court,
- Ensure compliance with governing legislation, policies and procedures;

SKILLS AND COMPETENCIES:

- Computer literacy;
- Communication skills;
- Motivating solving skills;
- Planning and organizing;
- Good interpersonal relations

ENQUIRIES: Ms Mnisi Sharon ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to: OJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street: Johannesburg.


CLOSING DATE: **09 October 2015**

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. Successful candidates may be required to undergo security clearance.

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 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT