



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 persons are required to establish the Office:

- REFERENCE NO** : 2018/21/OCJ
- POST** : **ADMINISTRATION CLERK: HUMAN RESOURCES**
- SALARY** : R 152 862.00 – R 180 063.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **5**
- REQUIREMENTS** : Grade 12 or equivalent qualification; National Diploma/ Degree in Human Resource Management/ Public Admin will be an added advantage or equivalent will be an added advantage; Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to details.
- DUTIES** : Provide administrative support to HR Directorates; Secretarial and document production and management services to the directorate; Provide support to the Director in coordinating the financial administration of the Unit; Provide secretariat support during meetings and appointments (venues, minutes, refreshments); Implement and maintain a filing system in line with department policy; Coordinate the travel arrangements and claims of the directors and maintain records; Coordinate and appropriately direct all incoming / outgoing correspondence for the Unit. Combine monthly, quarterly and annual reports of the HR directorates, quality assure memorandums and documents submitted to the office of the Directors at for completeness and Correctness and assist HR with any projects or any other duties assigned.
- ENQUIRIES:** **Ms D Botha (010) 493 2500**
- APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Director: Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.
- CLOSING DATE** : **9 FEBRUARY 2018**
- 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 candidates selected for SMS posts must undergo competency assessment test after the interview. 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**

