



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:

REFERENCE : 2016/126/OCJ

POST : LEGAL ADMINISTRATIVE OFFICE (MR3)

CENTRE : LABOUR AND LABOUR APPEALS COURT

PACKAGE : R183 126 - R209 388 per annum. (Salary to be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB degree or a four year recognize legal qualification; At least 2 years' appropriate post qualification legal experience; Knowledge of the Promotion of Access to Information Act,2000 (Act No. 2 of 2000) and its application;
- Experience in the field of Labour Law, Constitutional Law and Human Rights would be an added advantage;
- A valid driver's license.

The following would serve as recommendation:

- Knowledge of Legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act and Regulations. Diversity management as well as Transformation and Equity within the Public Service.
- Proven ability to execute independent high-level decisions and provide feedback;
- Knowledge of communication systems.

KEY RESPONSIBILITY AREAS:

- Effectively and efficiently correspondent with public private body and various other stakeholders.
- Draft legal document and give legal advice to the OCJ and other organs of the State within the Region regarding the interpretation and execution of powers and legal matters.
- Respond to petitions, representations and complaints from civil Society and other Government Departments.
- Liaise with other Departments, Judiciary and Advocates, Attorneys, Union officials and

members of the community.

- Prepare memoranda for appointments of Commissioners of Oath, Appraisers and Justice of Peace
- Recover loss of and damage of state property
- Oversee the smooth functioning of Court in the Province
- Facilitate Public Education and conduct Community Awareness Campaigns on legislation administered by the Department.
- Perform quasi-judicial functions (signing of court orders, issuing of writs of executions, issuing of court directives etc.)

Skills and Competencies:

- Effective Communication and Presentation skills; Leadership skills;
- Teambuilding skills;
- Interpersonal Relations;
- Conflict and Knowledge Management skills;
- Analytical Thinking skills;
- Technical Judgment;
- Project Management Skills;
- Research Skills;
- Managerial skills.

ENQUIRIES : Ms L Netshitomboni ☎ (011) 335 0392

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

CLOSING DATE : **3 June 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. 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.

