



**REPUBLIC OF SOUTH AFRICA  
OFFICE OF THE CHIEF JUSTICE**

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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:**

**REFERENCE : 2016/143/OCJ**

**POST : SECRETARY TO PROVINCIAL HEAD**

**CENTRE : OCJ SERVICE CENTRE: GAUTENG**

**SALARY : R 142 461 – R167 814. The successful candidate will be required to sign performance agreement.**

**REQUIREMENTS:**

- Grade 12 or equivalent with 3 years appropriate experience as a secretary;
- Sound knowledge of office and document management practices;
- Advanced application of MS Office applications.
- Good Communication skills (written and verbal);
- Administration and organizing skills.
- A valid driver's license will be an added advantage.

**DUTIES:**

Manage the office of the Provincial Head including diary coordination, Secretarial support and document management;  
Coordinate activities for the Provincial Head;

Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the Provincial Head less complicated outgoing correspondence / instructions / notes.

Ensure safe keeping of documents and information security;  
Participate in team efforts; Manage Unit meetings and minutes

**ENQUIRIES:**

Ms P Chauke  (011) 335 0211

**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.

**We welcome applications from persons with disAbilities** 