



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** : **CONTRACT JUDGES SECRETARY (3 POSTS)**  
**(CONTRACT VALID UNTIL 31 MARCH 2018)**

**CENTRE** : **SOUTH GAUTENG HIGH COURT (3 POSTS) REF: 2017 /08/ OCJ**

**LEVEL** : **7**

**SALARY** : R22 6611.00 +37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

#### **Post Requirements**

- Grade 12
- Experience as a Judges Secretary
- Short listed candidates will be required to pass a typing test.
- A valid driver's license.

#### **The following will serve as added advantage**

- A Secretarial Diploma
- A four year recognized qualification or a minimum of 20 modules completed towards LLB Degree, BA or BCom Law Degree
- Proficiency in English, Afrikaans and at least one other official language
- 2 to 3 years' experience working in a legal environment

#### **Duties and Responsibilities:**

- Draft, manage and type memorandums, decisions, opinions, judgments, orders and correspondence for and or written by the Judge, and modify or correct same as directed (including dicta typing)
- Provide general secretarial/ administrative duties to the Judge ;
- Answering of telephone calls and make telephone calls on behalf of the Judge;
- Manage and type correspondence, judgments and orders for the judge (including dicta typing);
- Arrange and diarize appointment, meetings, official visits, and make travel and accommodation arrangements;

- Arrange reception for the Judge, his/her visitors and attend to Judge's needs;
  - Safeguarding of all case files and court records, endorsement of case files with the order made by the Judge including when reserved judgments are handed down;
  - Update files, documents and provide copies of documents to the Registrar;
  - Perform digital recording functions of court proceedings during urgent court sessions after hours and ensure integrity of such records;
  - Attend to issuing of release warrants on the same day;
  - Collection and delivery of appeal files;
  - Collation and submission of all required statistical data relating to all matters before the Judge and as directed from time to time and reporting case outcomes to the Office of the Chief Registrar and Court Statistician;
  - Accompany the Judge on circuit and to Court.
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- Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court;
  - Management of Judge's vehicle maintenance, logbook and completion of required reports etc in that regard;
  - Management of Judge's Library and updating of loose leaf publications;
  - Execute legal research as directed by the Judge;
  - Any other task allocated by the Judge, Court Manager, Office Manager and or any other supervisory personnel;
  - Comply with all Departmental Policies and Prescripts.

### **SKILLS AND COMPETENCIES**

- Computer literacy (MS Office);
- Good communication skills (written and verbal);
- Administration and organizational skills;
- Research capabilities.

**ENQUIRIES:** Ms T Mbalekwa (0 1 1 ) 335 0404

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x 07, JOHANNESBURG, 2000

Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruis Street: Johannesburg.

**CLOSING DATE:** **5 May 2017**

**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 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**



