



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	: 2016/03/OCJ
POST	:ASSISTANT DIRECTOR: ADMINISTRATION AND PARLIAMENTARY SUPPORT
CENTRE	: NATIONAL OFFICE: THE SECRETARY-GENERAL'S OFFICE
SALARY	: R289 761.00 – R 350 025 .00 per annum, the successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- An appropriate three year tertiary qualification in Administration / Business Administration / Public Administration or any other equivalent qualification
- 3-5 years' supervisory experience in office administration and rendering of Executive support services
- Knowledge and/ or experience of Parliamentary processes
- Knowledge of the functions of the department will be an added advantage
- Knowledge of public service policies and prescripts
- Strong quality control, research and analytical skills
- Ability to work independently with limited supervision
- Good coordination and organizational skills
- Good communication skills (verbal and written)
- Good interpersonal and stakeholder liaison skills

- Advanced Computer Literacy.
- Valid driver's license

KEY RESPONSIBILITY AREAS:

The successful candidate will be required to assist the Directorate with administrative and parliamentary support to ensure the effective and efficient functioning of the Secretary General's office and will perform the following key functions:

- Co-ordinate parliamentary activities and collate reports within the department for submissions to Parliament;
- Disseminate parliamentary questions received and co-ordinate timeous responses;
- Provide administrative, logistical and research support in preparation for presentation to Portfolio Committees;
- Facilitate responses to requests from Portfolio Committees on various issues;
- Prepare parliamentary documents for circulation within the department;
- Maintaining a register and an effective record-keeping system of all correspondence with Parliament;
- Perform administration and executive support in the Secretary General's office and any other duties assigned by the supervisor.

ENQUIRIES: The Director: Human Resources (011) 838 2010

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg.

CLOSING DATE: 5 FEBRUARY 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 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.

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

