



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	: 2016/05/OCJ
POST	: DEPUTY DIRECTOR: SECRETARIAT
CENTRE	: NATIONAL OFFICE: OFFICE OF THE SECRETARY – GENERAL
LEVEL	: MIDDLE MANAGEMENT SERVICE (MMS) LEVEL 11
SALARY	: R 569 538.00- R 670 890.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three (3) year degree or equivalent qualification in business, administration or related qualification.
- At least five (5) years' operational experience in Committee Services environment.
- Two (2) years supervisory experience.
- Computer literacy.
- Written and verbal communication skills.
- Corporate governance and compliance management experience.
- A valid driver's license

KEY PERFORMANCE AREAS:

- **Committee work:** • Provide Secretariat support to the structures of governance of the department, including all ad-hoc committees; • Organize meetings in line with the OCJ Corporate Calendar; • Prepare qualitative agendas and minutes for the structures of governance and ad-hoc committees; • In-between meetings, pro-actively follow up on matters requiring action; • Responsible for drafting of committee resolutions and processing of such;

- **Advisory role:** • Provide sound and professional advice to the Director: Secretariat Services on matters relating to the **(a)** effective and efficient governance, **(b)** Secretariat Services policies and regulations, **(c)** Secretariat Services Operational plans and **(d)** OCJ Corporate Calendar; • Advising and assisting Committee members on their duties and responsibilities;
- **Communication channel for Committee members:** • Acting as communication and information channel to the Chairperson and Committee members.
- **Monitoring the implementation of Committee resolutions:** • Ensuring Committee resolutions and directives are communicated and implemented by relevant parties; • Track the implementation of Committee decisions and coordination of committee requests between the meetings; • Assist with evaluation of the Committee work.
- **Coordinate administrative and logistical support prior to and during meetings of the Committees:** • Ensure effective and efficient management of all logistical arrangements pertaining to the committees; • Ensure that meeting packs and reports are professionally compiled and timeously distributed in consultation with the Director: Secretariat Services; • Oversee and guide preparation and submission of documentation; • Assist with any other Divisional activities where necessary including printing and binding of documents;
- **Registry and file management:** • Maintain the Secretariat Services' archiving and filing system;
- **Financial management:** • Monitor and reconcile divisional budgets and ensure adherence thereto.

SKILLS AND COMPETENCIES:

- Good communications skills (listening, verbal, written)
- Strategic thinking
- Ability to write comprehensive reports
- Professionalism
- Ability to prioritize and work under pressure
- Sound financial management skills
- Good coordinating skills
- Planning and organizing skills
- Computer literate
- Management skills
- Strong interpersonal skills
- Good organizational skills
- Problem solving and decision making skills
- Deadline driven, pro-active
- Result driven
- Confidentiality
- Risk Management
- Attention to detail
- Awareness of external environment

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 