



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

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 3 September 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: 2016/139/OCJ

POST: JUDGE'S SECRETARY

CENTRE: WESTERN CAPE HIGH COURT

PACKAGE: R 211 194 – 248 781 *per annum*. (The successful candidate will be required to sign a performance agreement)

REQUIREMENTS:

- Grade 12 with typing/ Secretarial Diploma or relevant experience/ qualification that will enable the incumbent to perform the work satisfactory;
- Short listed candidates will be required to pass a typing test;
- A valid driver's license is an added advantage;
- The ability to do dictophone typing will be strong advantage.

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal);
- Computer literacy (MS Office);
- Excellent typing skills;
- Administration and organisational skills;
- Research Capabilities;
- Ability to work under pressure and to solve problems;
- Attention to detail.

DUTIES:

- Answer, route telephone calls and make telephone calls on behalf of the Judge;
- Provide general secretarial/administrative duties to the Judge;
- Manage and type correspondence accurately, judgment and orders for the Judge (including dicta typing);
- Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements, etc;
- Accompany the Judge on circuit and to Court at seat of Court
- Safeguarding of all case files and the endorsement of case files with order made by Judge;
- Update files, documents and provide copies of documents to the Registrar;
- Arrange reception for the Judge visitors and attend to their needs;
- Any other task allocated by the Judge.

ENQUIRIES: Ms L Adams ☎ 021-469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Provincial Head: OCJ Service Centre: Western Cape

Attention: Ms L Adams

**Address: 35 Keerom Street, Cape Town or
Private Bag X9020, Cape Town, 8000**


CLOSING DATE: 03 June 2016

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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 

HEAD: INTERGRATED HUMAN RESOURCES MANAGMENT