



**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: 2016/144/OCJ

POST: SECRETARY IN THE OFFICE OF THE PROVINCIAL HEAD (LEVEL 5)

CENTRE: PROVINCIAL SERVICE CENTRE: WESTERN CAPE

PACKAGE: R 142 461 – 167 814 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 (with typing as subject or Secretarial Certificate or any other training / qualification that will enable the person to perform the work satisfactory)
- Knowledge of Financial Provisioning and / or Human Resources administration procedures and processes
- Knowledge of procedure and processes applied in Office Management
- Understanding of confidentiality in Government
- A valid drivers licence

SKILLS AND COMPETENCIES:

- Planning and organising
- Intermediate typing skills (ability to do high speed typing and utilise software packages effectively to type more advanced documents which include tables, graphs)
- Language skills and ability to communicate well with people at different levels and from different backgrounds
- Ability to correctly interpret relevant documentation
- Computer literacy
- Good interpersonal relations and customer service orientation

KEY RESPONSIBILITY AREAS:

- Make travel arrangements
- Process travel and subsistence claims for the Director and members of the unit
- Coordinate Units activities and reporting
- Record appointments and event in the diary of the Director
- Operate office equipment like fax machine, photocopies, etc and ensure that it is in good working order
- Source information which may be of importance to the Director (e.g. news paper, clippings, internet articles and circulars)

- Providing support to the Director regarding meetings
- Remains up to date with regard to prescripts / policies and procedures applicable to the work terrain to ensure efficient and effective support to the Director
- Draft routine correspondence submissions, reports and other correspondence and notes
- Keep a complex document filing and retrieval system

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

For Attention: Ms L Adams

Address: 35 Keerom Street, Cape Town, 8000 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