



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

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 NO : 2017/35/OCJ

POST : CONTRACT JUDGE'S SECRETARIES (2 POSTS)
(1 YEAR CONTRACT)

CENTRE : WESTERN CAPE HIGH COURT: CAPE TOWN

LEVEL : 7

SALARY : R226 611.00 per annum plus 37% in lieu of benefits. The Successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 with typing /secretarial diploma or equivalent qualification;
- 2-3 years legal experience;
- Computer Literacy;
- Short listed candidates will be required to pass a typing test;
- A valid driver's licence.

The following will serve as added advantage:

- Experience as Judges Secretary;
- Ability to do dictophone typing
- A four year recognized qualification or a minimum of 201 modules completed towards an LLB Degree, BA or B Com Law Degree;
- Proficiency in English and Afrikaans.

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.

KEY RESPONSIBILITY AREAS:

- Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing);
- Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements etc;
- Safeguarding of all case files and the endorsement of case files with order made by Judge;
- Provide general secretarial/administrative duties to the Judge;
- Update files , documents and provide copies of documents to the Registrar;
- Accompany the Judge to Court and circuit Courts as well;
- After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk's office;
- Management of judge's vehicle, logbook and the driving thereof;
- Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management;
- Cooperates with Judges, Supervisors and co-workers as necessary to ensure te smooth and efficient operation of the Court;
- Arrange receptions for the Judge, and his visitors and attend to their needs;
- Manage of Judge's Library and updating of loose leaf publications;
- Any other task for or allocated by the Judge,Comply with Departmental Policies and Prescripts.

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, Private Bag X9020, **CAPE TOWN**, 8000. For attention: Ms L Adams. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.

CLOSING DATE: **11 AUGUST 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.

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

