



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 : 2017/82/OCJ

POST : CONTRACT SECRETARY TO DIRECTOR: FACILITIES, SECURITY AND AUXILIARY SERVICES
(CONTRACT VALID UNTIL 31 MARCH 2018)

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 5

PACKAGE : R 152 862.00 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Secretarial qualification or equivalent will be an added advantage;
- Experience in secretarial and office management;
- Knowledge and experience in the financial administration will be an added advantage;
- Proficient in Microsoft Office Suite (word, excel, powerpoint)
- Shortlisted candidates might be subjected to a test in order to demonstrate their typing skills and computer skills.

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal);
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Internet)
- Basic problem solving skills;
- Good judgement and decision-making skills;
- Assertiveness and confidence to interact at all levels;
- Ability to work under pressure;
- Administrative and organizational skills;
- Sound interpersonal relations;
- Accuracy and attention to details.

KEY PERFORMANCE AREA:

- Manage the administration of the office of the Director including diary coordination (meetings, appointments, message service, etc.);
- Secretarial and document production and management services to the directorate;
- Provide support to the Director in coordinating the financial administration of the Unit;
- Provide secretariat support during meetings and appointments (venues, minutes, refreshments);
- Implement and maintain a filing system in line with department policy;
- Coordinate the travel arrangements and claims of the director and maintain records;
- Coordinate and appropriately direct all incoming / outgoing correspondence for the Unit.

ENQUIRIES: Ms L Mothemane (010) 493 2500

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director, Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALL TOWN**, 200. Application can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, MIDRAND.

CLOSING DATE: **15 SEPTEMBER 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.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

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

