



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 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 is required to capacitate the Office:

REFERENCE: 2015/102/GP/OCJ

POST: ADMINISTRATION CLERK (CONTACT)(1 POST) IN THE OFFICE OF THE COURT MANAGER

PERIOD: UNTIL 31 MARCH 2016

CENTRE: GAUTENG HIGH COURT: JOHANNESBURG

SALARY: R123 738.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Previous experience/secretarial diploma/ office administration diploma will serve as an added advantage.

Skills and competencies:

- Computer literacy (MS Office) typing test will be done
- Good communication skills (verbal and written); English Proficiency
- Problem solving;
- Good interpersonal relations;
- Attention to detail.
- Highly developed organizational skills
- Initiative
- Maturity to handle a range of situations
- Ability to work to tight deadlines

DUTIES:

- Handle routine work done at the Office
- Respond to urgent requests
- Diary management

- Organising correspondence and following up on urgent matters;
- Act as a point of contact between the Office of the Court Manager and internal/external stakeholders
- Maintain records;
- Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.

ENQUIRIES: **Ms. Netshitomboni Lutendo 📞 (011) 335 0392**

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg , Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **26 JUNE 2015**

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.

People with disability are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES