



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 persons are required to capacitate the Office:

REFERENCE: 2015/96/GP/OCJ

POSTS: CONTRACT ADMINISTRATIVE OFFICER (2 POSTS)

PERIOD: UNTIL 31 MARCH 2016

CENTRE: HIGH COURT OF SOUTH AFRICA: GAUTENG LOCAL DIVISION: JHB

SALARY: R227 802 per annum plus 37 % in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Three year National Diploma in Public Administration / Public Management or equivalent.
- 3-5 years experience in Clerical / Administrative work.
- Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management and Risk Management;
- Extensive knowledge of the PFMA, DFI, BAS and JYP;
- A valid driver's license.

SKILLS AND COMPETENCIES:

- Computer literacy;
- Communication skills;
- Motivating solving skills;
- Planning and organizing;
- Good interpersonal relations;

DUTIES:

- Provisioning of general supervision over clerical staff and work in the administration;
- Checking if diverse documents for completion and correctness;
- Assisting with control over duties related to the Domestic Violence, Maintenance, Provisioning Administration, Cash Hall, Criminal and Civil sections, and General Services;
- Rendering efficient and effective support to the courts;
- Investigating in formal disciplinary matters;
- Managing performance in the office and quarterly assessment of staff;
- Handling of correspondence;

- Drafting memorandum, submission and reports as well as compile statistics;
- Rendering advise / assistance on wide spectrum of matters;
- Facilitation of training and development of clerical staff;

ENQUIRIES: Ms L Netshitomboni ☎ (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