



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: 2015/26/WC

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

CENTRE: WESTERN CAPE

PACKAGE: R 123 738 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 will serve as an added advantage.
- Knowledge of procedure and processes applied in Office Management
- Understanding of confidentiality in Government

SKILLS AND COMPETENCIES:

- Planning and organizing
- Intermediate typing skills (ability to do high speed typing and utilize 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
- Proper usage of office equipment

KEY RESPONSIBILITY AREAS:

- Make travel arrangements
- Process travel and subsistence claims for the Provincial Head and members of the unit
- Coordinate Units activities and reporting
- Record appointments and event in the diary of the Provincial Head
- 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 Provincial Head (e.g. newspaper, clippings, internet articles and circulars)
- Providing support to the Provincial Head 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 Provincial Head
- Draft routine correspondence submissions, reports and other correspondence and notes
- Keep a complex document filing and retrieval system

ENQUIRIES: Ms M Baker ☎ 021-469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Provincial Head: OCJ Service Centre
Western Cape

For Attention: Ms. M Baker

Address: 35 Keerom Street, Cape Town, 8000 or
Private Bag X9020, Cape Town, 8000


CLOSING DATE: **6 March 2015**

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. 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 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT