



**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 persons are required to capacitate the Office:

REFERENCE : 2015/19/OCJ
POST : SECRETARY TO CHIEF DIRECTOR (1 YEAR RENEWABLE CONTRACT)
CENTRE : OFFICE OF THE CHIEF JUSTICE: COMMUNICATIONS
SALARY : R 123 738 – R145 158 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent with 3 years appropriate experience as a secretary;
- Sound knowledge of office and document management practices;
- Advanced application of MS Office applications.
- Good Communication skills (written and verbal);
- Administration and organizing skills.
- A valid driver's license will be an added advantage.

DUTIES:

Manage the office of the Chief Director including diary coordination, Secretarial support and document management;
Coordinate activities for the Chief Director;
Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the Chief Director less complicated outgoing correspondence / instructions / notes.
Ensure safe keeping of documents and information security;
Participate in team efforts; Manage Unit meetings and minutes

ENQUIRIES: Ms Charmaine Gideon 📞 (011) 838 2010

APPLICATIONS: The applications can be delivered to the Director Human Resources, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, for the attention HR Directorate. Applications can also be hand delivered to the Office of Human Resource Management, 14th floor, Edura House 41 Fox Street, Johannesburg.

CLOSING DATE: **20 February 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 SA, 1996 (Act 108 of 1996), the Employment Equity 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 disabilities are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES