



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 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 persons are required to establish the Office:

- REFERENCE NO** : 2017/176 /OCJ
- POST** : **CONTRACT ADMINISTRATION CLERK (CONTENT WRITER): COMMUNICATIONS (CONTRACT VALID UNTIL 31 MARCH 2018)**
- SALARY** : R152 862.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE; MIDRAND**
- LEVEL** : **5**
- REQUIREMENTS** : Grade 12; The following will serve as an added advantage: Degree/National Diploma in Journalism/communication or equivalent qualification; Proficiency in at least two official languages; A valid driver's licence. **Skills and competencies:** Good communication (written and verbal) skills; experience in writing of varied platforms preferred; creative yet conceptual approach to content producing; innovative outlook on generating ideas or content creation; project management; ability to work under pressure; proficient in MS Office programs,(word, excel and power point); excellent interpersonal and communication skills; ability to work on multiple projects; attention to details; strong research skills; fluent on English, written and spoken.
- DUTIES** : Finding newsworthy content that resonates with the audience; quick turn-around on sourcing, researching and writing engaging content for a variety of topics; brainstorming and writing of informative content and original feature articles; plan, research, write, review and edit copy for publishing; keep up to date of trends to develop fresh new ideas by benchmarking; ability to deliver content on time and meet deadlines; able to work in a team and independently.
- ENQUIRIES** : Ms. L Mothemane (010) 493 2500.
- APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Director Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.
- CLOSING DATE** : **27 OCTOBER 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

