



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:

- CLOSING DATE** : 18 MAY 2018
- POST** : JUDGES SECRETARY - REF NO: 2018/150/OCJ
- SALARY** : R226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : MIDDELBURG HIGH COURT
- REQUIREMENTS** : Grade 12 or equivalent qualification; 3 years secretarial experience; the following will serve as an advantage; a secretarial diploma; A four year recognized qualification or a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree; 2 to 3 years legal experience. Knowledge of law and legal terminology, will serve as an added advantage. The ability to do Dictaphone typing. Typing 35 wpm; **NB:** Shortlisted candidates will be required to pass a typing test; A valid driver's license. **Skills and competencies:** Proficiency in English and Afrikaans; Computer Literacy (MS Word); good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Good customer service orientated; assertiveness and decisiveness' Attention to detail and accuracy; Initiative; Ability to remain calm under pressure; Research capabilities.
- DUTIES** : Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing);Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk's office; Management of judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge's Library and updating of loose leaf publications; Any other task for or allocated by the Judge; Comply with Departmental Policies and Prescripts and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.
- APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit. **ENQUIRIES:** Ms P Khoza (013) 7539337
- 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. Successful candidates should note that in terms of regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of state or be a director of a public or private company conducting business with an organ of state. 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

