



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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 person are required to capacitate the OCJ:

REFERENCE : 2018/251/OCJ

**POST : CONTRACT ADMINISTRATIVE OFFICER (CONTENT WRITER)
(CONTRACT VALID UNTILL 31 MARCH 2019)**

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 7

SALARY : R 242 475. 00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- National Diploma/Degree in Journalism/communication;
- 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 communications skills;
- Ability to work on multiple projects;
- Attention to details, strong research skills, fluent in English written and spoken.

KEY PERFORMANCE AREAS:

- Finding newsworthy content that resonates with audience;
- Quick turn-around on sourcing;
- Researching and writing engaging content for 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 Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: **10 AUGUST 2018**

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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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). 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. 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 

