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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:

REF NO : 2018/286/OCJ

POST : SECRETARY

CENTRE : MBOMBELA HIGH COURT

LEVEL : 5

SALARY : R163 563.00 – R192 666.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Grade 12 with typing as a subject or any other training course or equivalent qualifications.

SKILLS AND COMPETENCIES:

- Good communication skills;
- good telephone etiquette;
- computer literacy;
- Good people skills,
- Sound organisational skills.
- Reliability and ability to act with tact and discretion.
- Good grooming and presentation skills.

KEY PERFORMANCE AREAS:

- Provide a secretarial/ receptionist support service to the manager.
- Responsible for overall administration of the Court.
- Diary management and co-ordination of office activities.
- Management of all incoming and outgoing correspondence.
- Co-ordination of and preparation for meetings, workshops, typing of documents.
- Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate.
- Making travel and accommodation arrangements as well as processing of all subsistence and travel claims.
- Handling of confidential documents.
- Operate standard office equipment (fax, photocopy machine and telephone).
- Type correspondence such as reports, submissions and letters.
- Perform administrative tasks such as taking minutes and arranging/serving refreshments.
- Remain up to date with regard to prescripts/policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES: Mr MV MAEKO ☎ (013) 753 9337



APPLICATIONS:

Quoting the relevant reference number, direct your application to:
The OCJ Provincial Head: Office of the Chief Justice, Private Bag X11249, **NELSPRUIT**, 1200. Applications can also be hand delivered to: Office of the Chief Justice Provincial Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE:**26 OCTOBER 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 

