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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 : 2018/337/OCJ

POST : JUDGES SECRETARY

CENTRE : WESTERN CAPE HIGH COURT

LEVEL : 7

SALARY : R242 475.00 – R285 630.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- 3 years secretarial experience or relevant experience.
- The ability to do Dictaphone typing. Typing 35 wpm.
- Understanding the filing system;
- **NB:** Shortlisted candidates will be subjected to a typing test;
- A valid driver's license.

SKILLS AND COMPETENCIES:

- Proficiency in English.
- Computer Literacy (MS Word), good communication skills (verbal and written), Administrative and organizational skills.
- Problem solving and planning skills.
- Decision making skills, and time management skills.
- Good customer service orientated, Assertiveness and decisiveness'.
- Attention to detail and accuracy.
- Initiative, and ability to remain calm and to work under pressure.

KEY PERFORMANCE AREAS:

- Type (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, return case file to administration 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/her visitors and attend to their needs.
 - Perform any other task allocated by the Judge.
 - Comply with Departmental Policies, Prescripts and procedures or guidelines for the generated reports.
 - Oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the Division.

ENQUIRIES: MS M BAKER ☎ (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town 8000.
Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.

CLOSING DATE: 30 NOVEMBER 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 