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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:

**POST : JUDGES SECRETARY (15 POSTS)**

**CENTRE :** WESTERN CAPE HIGH COURT (3 POSTS), REF NO: 2018/190/OCJ (PERMANENT)  
CONSTITUTIONAL COURT: BRAAMFONTEIN, REF NO: 2018/195/OCJ (PERMANENT)  
LAND CLAIMS COURT: RANDBURG, REF NO: 2018/192/OCJ (CONTRACT)  
LABOUR COURT JOHANNESBURG, REF NO: 2018/193/OCJ (2 POSTS) (CONTRACT)  
GAUTENG DIVISION PRETORIA, REF NO: 2018/194/OCJ (4 POSTS) (CONTRACT)  
DURBAN HIGH COURT, REF NO: 2018/196/OCJ (CONTRACT)  
PIETERMARITZBURG HIGH COURT, REF NO: 2018/197/OCJ (CONTRACT)  
MAHIKENG HIGH COURT HIGH COURT, REF NO: 2018/198/OCJ (CONTRACT)  
GAUTENG LOCAL DIVISION JOHANNESBURG, REF NO: 2018/248/OCJ (CONTRACT)

**LEVEL : 7**

**SALARY :** R 242 475. 00 – R 285 630 .00 per annum. The successful candidate will be required to sign a performance agreement. (3 Year Contract) Contract posts includes 37% in lieu of benefits

**REQUIREMENTS:**

- Grade 12 or equivalent qualification;
- 3 years secretarial experience;
- The following will serve as an advantage; a secretarial diploma; a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree; 2 to 3 years legal experience or a four year legal qualification.
- Research capabilities and 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 will serve as an added advantage.

**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;



## KEY PERFORMANCE AREAS:

- 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:

**WESTERN CAPE:** The OCJ Provincial Head, 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. **ENQUIRIES: Ms M Baker (021) 469 4000**

**CONSTITUTIONAL COURT :** 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 14<sup>th</sup> Road, Noordwyk, Midrand, 1685. **ENQUIRIES: Ms L Mothmane/ Ms C Gideon (010) 493 2500**

**GAUTENG:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. **ENQUIRIES: Ms T Mbalekwa (011) 335-0404.**

**KWAZULU-NATAL:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, **DURBAN**, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: **ENQUIRIES: Ms L Marrie (031) 372 3167**

**NORTH WEST:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, **MMABATHO**, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng, **ENQUIRIES: Mr L Moetanalo (018) 3977065**

## CLOSING DATE:

27 JULY 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** 

