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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/s are required to capacitate the Office:**

**POST : CONTRACT JUDGES' SECRETARY (4 POSTS)  
(3 YEAR CONTRACT)**

**REF NO : 2019/378/OCJ**

**SALARY : R242 475.00 per annum plus 37% in lieu of benefits.  
The successful candidate will be required to sign a performance agreement.**

**CENTRE : DURBAN HIGH COURT**

#### **REQUIREMENTS**

- Grade 12 or equivalent qualification.
- 1 to 3 years secretarial / Office Assistant experience or relevant experience;
- The ability to do Dictaphone typing;
- Typing of 35 words per minute;
- Understanding the filing system;
- 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 the ability to work under pressure

## DUTIES

- Typing (or format) of draft memorandum decisions; opinions or judgement entries written by assigned Judge;
- Provide general secretarial/administrative duties to the Judge;
- Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing);
- Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements;
- Safeguarding of all case files and the endorsement of case files with an order made by Judge;
- Update files, documents and provide copies of documents to the Registrar;
- Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings;
- Store, keep and file court records safely;
- Accompany the Judge to the Courts;
- Management of Judge's vehicle, logbook and driving thereof;
- Compile data and prepare reports and documents for assigned Judges as and when necessary, including expense reports, continuing legal hours, financial disclosure statements and case management;
- Arrange receptions for the Judge and his or her visitors and attend to their needs;
- Management of Judge's library and updating of documentation;
- Execute legal research as directed by the Judge and comply with prescripts, Departmental policies, Procedures and Guidelines.
- Shortlisted candidates will be subjected to a typing test.

## APPLICATIONS:

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, Durban.

**ENQUIRIES** : Ms L Marrie (031) 372 3164

**CLOSING DATE** : **1 FEBRUARY 2019**

**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.



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.

All candidates selected for SMS posts must undergo competency assessment 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.

**We welcome applications from persons with disAbilities** 

