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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:

REFERENCE : 2019/475/OCJ

POST : SENIOR ADMINISTRATIVE OFFICER: FACILITIES AND SECURITY

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 8

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three (3) year National Diploma/ Bachelor's Degree in Public Administration or Supply Chain or equivalent qualification;
- Three years' relevant experience in Office administration/management.
- Supervisory experience will be an added advantage;
- A valid driver's license (minimum code B).

SKILLS AND COMPETENCIES:

- Computer literacy;
- Good communication skills;
- Problem solving skills;
- Ability to work independently and meet deadlines;
- Ability to attend to details and ensure the correctness of information;
- Ability to work under pressure;
- Knowledge of facilities and or security administration.
- Ability to interpret and apply policies and procedures.
- Knowledge of Public Service Supply Chain and asset management.



KEY PERFORMANCE AREAS:

- Provide a coordinated administrative support service to the Directorate: Facilities, Security and Auxiliary Services;
- Provide administrative support to the facilities and Security Units;
- Maintain efficient and up to date records and statistics under the control of the Facilities and Security Units;
- Manage personnel and performance reporting to the line function.
- Collate and submit monthly and quarterly reports to the Facilities and Security Supervisors for quality assurance;
- Manage compliance to due dates for reporting;
- Intervene on challenges with stakeholders of the OCJ relating to activities of the Directorate.
- Provide administrative support for the unit's budget and expenditure control, manage and control assets under the control of the unit.

ENQUIRIES: Ms D Botha /Ms C Gideon/Ms L Mothemane Tel No: (010) 493 2500/2528/2533

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: **5 APRIL 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 a 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 

