



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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 : 2019/493/OCJ

POST : OFFICE MANAGER

CENTRE : THE SUPREME COURT OF APPEAL: BLOEMFONTEIN (OFFICE OF THE PRESIDENT OF THE SCA)

LEVEL : 09

SALARY : R376 596-00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- A three-year National Diploma/ Bachelor's Degree in Office Management.
- 3-5 years' relevant experience in an Office Administration environment.

TECHNICAL KNOWLEDGE/ COMPETENCIES:

- Job Knowledge of office management responsibilities, systems and procedures;
- Excellent Communication skills and proficiency in English (verbal and written);
- Interpretation of law;
- Legal writing/drafting/legislative drafting skills;
- Knowledge of electronic information resource and online retrieval;
- Strong leadership and management capabilities;
- Ability to work long hours and under pressure and Computer literacy (MS Word, PowerPoint, Excel and Outlook)

KEY PERFORMANCE AREAS:

- Manage the office of the President of the Supreme Court of Appeal of South Africa,
- Attend to and record enquiries directed to the President,
- Tracking of enquiries/duties to ensure timeous compliance with various deadlines and directives,
- Manage and diarize all appointments and events,
- Ensure the correct application of regulations, resolutions, policies or any other relevant legal source or directive related to specific fields,



- Liaise with all stakeholders with regard to matters emanating from the Office of the President,
- Check and manage all incoming and outgoing correspondence from the President's secretary to other stakeholders,
- Attend to research and retrieve material from the library accessible at the court physically and electronically,
- Check research submitted to the President of the Supreme Court of Appeal by researchers,
- Proof reading and cite checking of all draft judgements done by the President of the SCA or any other judgement drafted by Judges for conferences.
- Retrieve and analyze pertinent information in order to prepare draft speeches and papers for local and international conferences,
- Draft competent research memorandums for the President of the Supreme Court of Appeal,
- Monitor the performance of secretaries,
- Manage absenteeism and Conduct quality assurance of all Human Resource documents submitted to the Supreme Court of Appeal,
- Ensure that training needs are identified and attended to by means of informal and formal training,
- Manage and supervise the court sittings and tea room duties of the Judges Secretaries.
- Receive petitions filed at court,
- Draft detailed and competent summaries of the petitions,
- Ensure the details of parties, case number and area of law are identified,
- Compile a spreadsheet with list of petitions received and submit to the Chief Registrar.

ENQUIRIES: Ms MA Luthuli/ Ms N De La Rey (051) 406 8100

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.

CLOSING DATE: **31 MAY 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 this position.

We welcome applications from persons with disAbilities 

