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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:

REF NO : 2019/548/OCJ

POST : OFFICE MANAGER

CENTRE : MPUMALANGA HIGH COURT (MBOMBELA)

LEVEL : 9

SALARY : R 376 596.00 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 or relevant equivalent qualification.
- 3-5 years' relevant experience in an Office Administration environment
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Job Knowledge of office management responsibilities, systems and procedures.
- Excellent Communication skills.
- 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.
- Computer literacy (MS Word, PowerPoint, Excel and Outlook).

KEY PERFORMANCE AREAS

- Manage office of the Judge President at the Mpumalanga High Court (Mbombela).
- Support the Judge President in communication with all Stakeholders.
- Management and Supervision of Judges' support Staff and related matters.
- Manage logistical arrangements for integrated meetings and operations.
- Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches.
- Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers,



Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President.

- Maintain a clear communication channel to both Internal and External Stakeholders.
- Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads.
- Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President.
- Ensure the correct applications of regulations, resolutions, Policies or any other Legal source of directive related to the special fields.

ENQUIRIES Mr V Maeko/ Mr M Jele Tel No: (013) 753 9308/ 082 309 0910

APPLICATIONS Quoting the relevant reference number, direct your application to:
The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand deliver to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

CLOSING DATE: **06 SEPTEMBER 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 

