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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 : 2019/550/OCJ

POST : SENIOR ADMINISTRATIVE OFFICER: COURT ADMINISTRATION

CENTRE : PROVINCIAL SERVICE CENTRE: GAUTENG

LEVEL : 8

SALARY : R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- An appropriate three year National Diploma /Degree or equivalent relevant qualification in Administration,
- Two (2) to Three (3) year working experience.
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Communication skills (Written and Verbal).
- Problem Solving Skills and decision making skills.
- Knowledge of Electronic Information Resources an online retrieval.
- Strong Leadership and Management Capabilities, ability to work under pressure.
- Customer Services and Time Management.
- Report writing,
- Computer Literacy (MS Word, Excel, Power Point and Outlook).
- Numerical, Analytical, reporting financial skills, assertiveness.
- Accuracy and attention to detail.

KEY PERFORMANCE AREAS

- Coordinate performance reports from Superior Courts.
- Analysis of submission to show compliance on reporting by Superior Courts.
- Monitoring of actions plans implementation aimed at improving efficiency at the Superior Courts.
- Drafting of memos, preparation of submission on request from Superior Courts.



- Attend Stakeholder meetings chaired by the Provincial Head and follow up on implementation of resolution taken at the meetings.
- Handling of correspondence, management of quarterly assessment of staff performance in the Provincial Head.
- Render Administrative Services within the office.
- Attend related duties as assigned by the Provincial Head.

ENQUIRIES: Ms T Mbalekwa/Mr V Mabetlela Tel No: (011) 335 0404

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

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 

