



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 : 2019/628/OCJ**

**POST : LEGAL ADMINISTRATIVE OFFICER,  
(Contract valid until 31 March 2020)**

**CENTRE LABOUR AND LABOUR APPEAL COURT: JOHANNESBURG**

**LEVEL : OSD**

**SALARY :** (MR-3) R257 073 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- An LLB degree or a four-year legal qualification.
- The following will serve as an added advantage: A minimum of five years' post qualification legal experience and experience in the field of Constitutional law and human rights
- The following will add as recommendation: Knowledge of legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act, and Regulations, Diversity management as well as transformation equity within the public service, proven ability to execute high level description and provide feedback, knowledge of communication systems.

#### **SKILLS AND COMPETENCIES**

- Knowledge of promotion of Access to information Act, 2000(Act No.2 of 2000) and its application
- Effective communication and presentation skills
- Leadership skills, teambuilding skills
- Interpersonal relations
- Conflict and knowledge management skills
- Analytical thinking skills
- Technical judgement



- Project management skills
- Research skills
- Managerial skills.

## **KEY PERFORMANCE AREAS**

- Effectively and efficiently correspondence with public private body and various other stakeholders
- Research and retrieve material for library accessible to the court physically and electronically
- Proofreading and side checking of all draft judgements
- Draft legal documents and give legal advice to the Region regarding the interpretation and execution of powers and legal matters
- Respond to petitions, representations and complaints from civil society and other Government Departments
- Liaise with other departments, prosecutors, judiciary and communities' oath the programmes around crime prevention.
- Prepare memorandum for appointment of commissioner of oath, appraisers and justice of peace,
- Recover the smooth functioning of specialised courts and municipal court in the Province i.e Sexual offences, family, equity community court awareness campaign on legislation administered by the Department.
- Support the courts regarding quasi-judicial functions.

**ENQUIRIES:**                    **Ms T Mbalekwa Tel No: (011) 355 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 the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

**CLOSING DATE:**            **15 NOVEMBER 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** 

