



- Provide reception services including call screening.
- Receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate.
- Making travel and accommodation arrangements as well as processing of all subsistence and travel claims.
- Handling of confidential documents.
- Operate standard office equipment (fax, photocopy machine and telephone).
- Type correspondence such as reports, submissions and letters.
- Perform administrative tasks such as taking minutes and arranging/serving refreshments.
- Remain up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
- Filing of correspondence according to the departmental filing plan.

**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. Enquiries: Ms T Mbalekwa (011) 335-0404

**CLOSING DATE:** **22 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** 

