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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:**

<b>REFERENCE</b>	<b>2020/02/OCJ</b>
<b>POST</b>	<b>SENIOR ADMINISTRATIVE OFFICER</b>
<b>CENTRE</b>	<b>PIETERMARITZBURG HIGH COURT</b>
<b>LEVEL</b>	<b>8</b>
<b>SALARY</b>	R316 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 license.

#### **SKILLS AND COMPETENCIES**

- Communication skills (Written and Verbal).
- Problem Solving Skills and decision making skills.
- Knowledge of Electronic Information Resources and 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 and financial skills.



- Assertiveness.
- Accuracy and attention to detail.

## **KEY PERFORMANCE AREAS**

- Control of Finance and Supply Chain Management.
- Manage finances of the office (Vote Account) including the Budget.
- Draft and submit memorandums and reports.
- General supervision of administrative staff and implement formal and informal disciplinary matters.
- Compile and analyse statistics to show performance and trends.
- Check diverse documents and work performance of co-workers for completion and correctness.
- Manage and maintain prescripts related to the functions of the OCJ and Public Service in general.
- Train and develop staff.
- Manage the facilities of the Department at Court.
- Implement Departmental Policies.
- Perform any other duties as directed by the Supervisor/Court manager or Director Court Administration.

**ENQUIRIES:** Ms L Marrie Tel No: (031) 372 3168

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1<sup>st</sup> floor, 2 Devonshire place, off Anton Lembede Street, Durban.

**CLOSING DATE:** **14 February 2020**

**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** 

