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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.

REFERENCE	2020/121/OCJ
POST	SENIOR ADMINISTRATIVE OFFICER
CENTRE	MTHATHA HIGH COURT
LEVEL	8
SALARY	R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate National Diploma / Bachelor's Degree in Public Management or Human Resource Management or equivalent qualification on NQF Level 6.
- Three (3) years' relevant experience in Court Administration.
- A valid driver's licence (minimum Code 8).
- Computer Literacy.

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal).
- Good interpersonal skills.
- Attention to detail. Advanced computer skills (MS Office).
- Continual learning and information search.
- Public management, leadership, organisational and problem solving skills.
- Customer oriented.
- Ability to interpret and apply policy.
- Able to work accurately under pressure and work independently.
- Knowledge of the Public Finance Management Act, DFI, BAS, JYP and other applicable legislation.



- Knowledge of Assets, Facility and Risk Management will be an added advantage.

KEY PERFORMANCE AREAS:

- Supervise staff members such as Judge's Secretaries, Ushers and DCRS Clerks.
- Ensure recording of all court proceedings.
- Checking of statistics for all DCRS Clerks and submit to statistician.
- Ensure downloading of recordings and take necessary steps to procure transcription of records.
- General supervision of administrative staff and implement formal and informal disciplinary matter.
- 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: Mr. S Mponzo Tel No: (043) 726 5217

APPLICATIONS Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE: 13 NOVEMBER 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 

