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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 **2020/37/OCJ**

POST **JUDGE'S SECRETARY (12 MONTH CONTRACT)**

CENTRE **SUPREME COURT OF APPEAL: BLOEMFONTEIN**

LEVEL **7**

SALARY R257 508. per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade (12).
- One (1) to three (3) years' Secretarial experience or as an Office Assistant.
- A valid driver's licence.
- An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application.
- Shortlisted candidates will be required to pass a typing test.

SKILLS AND COMPETENCIES:

- Proficiency in English.
- Good communication skills (verbal and written).
- Administration and organizational skills.
- Exceptional interpersonal skills.
- Ability to meet strict deadlines and to work under pressure.
- Attention to detail. Customer care service skills and excellent typing skills.



- Confidentiality and time management.
- Computer literacy (MS Word) and research capabilities.

KEY PERFORMANCE AREAS

- Typing (or formatting) of draft memoranda, decisions, opinions or judgement entries written by, or assigned by the Judge.
- Provide general secretarial/administrative duties to the Judge.
- Manage and type correspondence, judgements and orders for the Judge (including diary and phone typing).
- Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements.
- Safeguarding of all case files and the endorsement of case files with an order made by the Judge.
- Update files and documents and provide copies of documents to the Registrar.
- Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings.
- Store, keep and file court records safely.
- Accompany the Judge to Court.
- Management of the Judge's vehicle, logbook and driving thereof.
- Compile data and prepare reports and documents for the Judge as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management.
- Arrange refreshments for the Judge and his/her visitors and attend to their needs.
- Manage the Judge's library and updating of documentation.
- Execute legal research as directed by the Judge and comply with all departmental prescripts, policies, procedures and guidelines

ENQUIRIES: **Ms M Luthuli Tel No: (051) 406 8191**

APPLICATION Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.

CLOSING DATE: **03 April 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 

