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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>2021/01/OCJ</b>
<b>POST</b>	<b>DIRECTOR: INSTITUTIONAL SECRETARIAT SERVICES</b>
<b>CENTRE</b>	<b>NATIONAL OFFICE: MIDRAND</b>
<b>LEVEL</b>	<b>13</b>
<b>SALARY</b>	R 1 057 326.00 per annum. (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Bachelor's Degree in Corporate Governance or equivalent relevant qualification.
- Proven successful completion of the Senior Management Pre-entry programme.
- Minimum of five (5) years' experience in rendering services in a secretariat environment.
- Minimum of five (5) years' experience at a middle/senior managerial level.
- Proven exposure in rendering secretarial services to high level committees.
- A valid driver's licence.
- A qualification in secretaryship will be an added advantage.

#### **CORE MANAGEMENT COMPETENCIES:**

- Capability and leadership.
- Financial management.
- Programme and project management.
- People management and empowerment.
- Change management.
- Service delivery innovation.



- Client orientation and customer focus and communication.

## **SKILLS AND COMPETENCIES**

- Analysis
- Problem solving and sound judgement.
- Decision making.
- Managing complexity.
- Planning and organising.
- Accountability.
- Resilience.
- Customer service orientation.
- Business performance management and organizational resource management.

## **KEY PERFORMANCE AREAS**

- Manage overall planning and coordination of the meetings of high level inter-judicial for and OCJ Executive Management Committees.
- Render secretariat and administrative support to inter-judicial for and OCJ Executive Management Committees including record keeping and minute taking of all such meetings.
- Manage the compilation of meeting documents and develop and implement quality control mechanisms for all documents forwarded to Committees.
- Develop and manage an annual corporate calendar.
- Oversee coordination of intergovernmental meetings.
- Liaise with the chairperson and members of all high level Committees.
- Render advisory and liaison services to Committees.
- Monitor implementation of meeting resolutions and provide timeous progress reports.
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- Manage and coordinate all travel and logistical arrangements for Committee meetings.

**ENQUIRIES:**                    **Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638**

**NOTE**                                In terms of the OCJ's EE requirements, preference will be given to female candidates as well as persons with disabilities.



**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**CLOSING DATE: 05 FEBRUARY 2021**

**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** 

