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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>2021/202/OCJ</b>
<b>POST</b>	<b>SENIOR ADMINISTRATION OFFICER</b>
<b>CENTRE</b>	<b>KZN LABOUR COURT</b>
<b>LEVEL</b>	<b>8</b>
<b>SALARY</b>	R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Grade 12 and a Three year national Diploma in Administration, Finance or equivalent qualification.
- 3 years relevant experience in office administration.
- Computer literacy
- A valid driver's licence.

#### **SKILLS AND COMPETENCIES:**

- Good communication skills
- Good interpersonal skills
- Attention to detail
- Advance computer skills, (MS Office)
- Continual learning and information search and ability to interpret and apply policy.
- Public management, leadership, organisational and problem solving skills
- Knowledge of PFMA, DFI, BSA, JYP and other applicable legislations.
- Knowledge of human Resource
- Asset facility and Risk management will be an added advantage



## KEY PERFORMANCE AREAS:

- Control of the section related to Human resources, Finance and Supply Chain Management.
- Manage finances of the office (Vote account) including the Budget.
- 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 or Director Court Operations.

**ENQUIRIES:** Ms L Marrie Tel No: (031) 372 3164

**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, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

**CLOSING DATE:** 05 NOVEMBER 2021

**NOTE:** Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

All applications must be in a **NEW Z83** form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate



the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the **old Z83** will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process.

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** 

