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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:

POST	JUDGES SECRETARY (3-YEAR CONTRACT) (2 POSTS)
CENTRE	DURBAN HIGH COURT, 2021/203/OCJ LABOUR AND LABOUR APPEALS COURT: JOHANNESBURG, REF NO: 2021/204/OCJ
LEVEL	7
SALARY	R 257 508.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade twelve (12).
- One (1) to three (3) years' Secretarial experience or as an Office Assistant.
- A valid driver's license.
- 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 details.



- Customer service skills and excellent typing skills.
- Confidentiality and time management.
- Computer literacy (MS Word) and Research capabilities.

KEY PERFORMANCE AREAS:

- Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge.
- Provide general secretarial/administrative duties to the Judge.
- Manage and type correspondence, judgements and orders for the Judge (including Dictaphone 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 Judge.
- Update files and documents and provide copies of documents to the Registrar.
- Perform digital recording of court proceedings on urgent court after hours and ensure integrity of such recordings.
- Store, keep and file court records safely.
- After a case has been completed and opinion, decision or judgement entry released, returns case file to the Registrar;
- Accompany the Judge to the court and circuit courts.
- Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court.
- Management of Judge's vehicle, logbook and driving thereof.
- Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management.
- Arrange receptions for the Judge and his visitors and attend to their needs.
- Management of Judge's library and updating of loose-leaf publications.
- Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES:

Durban:

Ms L Marrie Tel No: (031) 372 3164

Johannesburg:

Ms T Mbalekwa Tel No: (011) 335 0404

APPLICATIONS:

Durban High Court: 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

Labour and labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

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/
www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.judiciary.org.za/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 

