



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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	2021/155/OCJ
POST	JUDGES SECRETARY
CENTRE	HIGH COURT WESTERN CAPE DIVISION, CAPE TOWN
LEVEL	7
SALARY	R257 508 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Grade twelve (12) or equivalent qualification with typing/ Secretarial Diploma.
- One (1) to three (3) years' Secretarial experience or as an Office Assistant.
- A Paralegal Qualification and/ or 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.
- A valid driver's license.
- 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.
- 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 judgment entries written by or assigned by Judge.
- Provide general secretarial/administrative duties to the Judge.
- Manage and type correspondence, Judgments 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 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 or on circuit court and ensure integrity of such recordings.
- Store, keep and file court records safely.
- Render registrar duties for the judge in the court and also while on circuit 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 or her visitors and attend to their needs.
- Management of Judge's library resources and updating of documentation.
- Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.

ENQUIRIES: **Ms. M Baker/ Ms. L Adams Tel No: (021) 469 4000**

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.

CLOSING DATE: **16 JULY 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.

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 the new form Z83, obtainable from any Public Service Department. (www.dpsa.gov.za-vacancies/ www.judiciary.org.za). 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 

