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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	2021/26/OCJ
POST	ADMINISTRATIVE OFFICER
CENTRE	HIGH COURT: FREE STATE
LEVEL	8
SALARY	R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate National Diploma/ Bachelor's Degree in Public Administration or equivalent qualification.
- A minimum of two (2) years' experience in Administration.
- Knowledge of the Public Finance Management Act (PFMA).
- Knowledge of the Human Resource Management.
- Understanding of the Departmental Accounting Systems (JDAS, BAS, JYP).
- Understanding of the Departmental Financial Instructions (DFI) and Departmental policies and procedures.
- Knowledge of Assets, Facility and Risk Management.
- A valid driver's license.

SKILLS AND COMPETENCIES:

- Computer literacy.
- Good communication skills (verbal and written).
- Ability to work independently and meet strict deadlines.
- Ability to attend to detail and ensure correctness of information.
- Ability to work under pressure.



- Driving skills.
- Problem solving skills.
- Facilities administration.

KEY PERFORMANCE AREAS:

- Manage and co-ordinate effective and efficient fleet services.
- Ensure proper infrastructure (facilities) management.
- Management of records and registry services.
- Manage human resource and other administrative support service as per OCJ policies.

ENQUIRIES: Ms M Luthuli Tel No: (051) 492 4573

APPLICATIONS: 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.

CLOSING DATE: 19 MARCH 2021

NOTE: 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. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to **Persons with Disabilities**. Applications must be submitted on the **new form Z83**, obtainable from any Public Service Department. (www.dpsa.gov.za-vacancies/ www.judiciary.org.za). Received applications using the incorrect application for employment (old Z83) will not be considered. 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 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 

