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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	2021/36/OCJ
POST	SENIOR ADMINISTRATIVE OFFICER (COURT ADMINISTRATION)
CENTRE	NATIONAL OFFICE: MIDRAND
LEVEL	8
SALARY	R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three (3) year relevant National Diploma/Degree.
- Two (2) years relevant experience in Court Administration.
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Computer Literacy.
- Ability to work under pressure.
- Accuracy and attention to detail.
- Administrative and Organisational skills.
- Good communication skills.
- Report writing.
- Ability to work independently and under pressure.
- Ability to meet deadlines.
- Problem solving skills and good interpersonal relations.
- Knowledge of Public Finance Management Act (PFMA) and Departmental Financial



Instructions (DFI).

KEY PERFORMANCE AREAS:

- Provide administrative support to court administration Unit to ensure compliance with policies and prescripts.
- Assist with compilation and submission of monthly and quarterly reports.
- Manage logistical arrangements for meetings.
- Take minutes at meetings and track resolutions.
- Attend to procurement and Supply Chain processes for the Unit.
- Provide administrative support to the office of the Chief Director, office of the Deputy Director General and individual Directorates of Court Administration Services.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

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: 26 MARCH 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, Youth 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 

