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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:**



**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, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. In the filling of these posts, 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/dpsa2q/vacancies.asp](http://www.dpsa.gov.za/dpsa2q/vacancies.asp) or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled 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 by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driving license (where appropriate) and any other relevant documents should accompany the application. (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 holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. 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. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA)  competency

assessment tools. Applicants could be required to provide consent for access to their social media accounts.

One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment.

All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

#### **APPLICATIONS:**

**National Office: Midrand/ Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**CLOSING DATE:** 16 MAY 2022

**REFERENCE:** 2022/73/OCJ

**POST:** OFFICE MANAGER / ADMINISTRATIVE SECRETARY:  
CHAMBERS S OF THE CHIEF JUSTICE (THREE-YEAR CONTRACT)

**CENTRE:** CONSTITUTIONAL COURT (PRIVATE OFFICE OF THE CHIEF JUSTICE)

**SALARY SCALE:** R 382 245.00 – R 461 745.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

Grade 12 and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 (360 credits). A minimum of three (3) years' relevant experience in an Office Administration environment. A valid driver's licence.

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

Job Knowledge of office management responsibilities, systems and procedures. Knowledge of the functioning of an executive office. Excellent Communication skills. Proficiency in English (verbal and written). Knowledge of Electronic Information Resources and online retrieval. Strong Leadership and Management Capabilities. Ability and willingness to travel often and work long hours. Ability to meet strict deadlines and to work under pressure. A sense of attention to detail. Computer literacy (MS Word, PowerPoint, Excel and Outlook).



**KEY RESPONSIBILITY AREAS:**

Manage the Chamber responsibilities/duties of the Chief Justice. Provide administrative and secretarial support to the Chief Justice. Provide receptionist services in the Chambers of the Chief Justice. Provide support to the Chief Justice with regard to preparation for meetings. Provide assistance to the Chief Justice in support of his extra judicial responsibilities. Liaise with all stakeholders with regard to matters emanating from the Chambers s of the Chief Justice. Check and manage all incoming and outgoing correspondence from the Chambers s of the Chief Justice with other stakeholders. Facilitate that reports and documents are processed timeously for the Chief Justice in preparation for official commitments.

**TECHNICAL AND HR RELATED ENQUIRIES: Ms L Kwinika Tel No: (010) 493 2500 / 2578**

