

OFFICE OF THE CHIEF JUSTICE

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 persons are required to establish the Office: The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply

**APPLICATIONS**

: National Office: Midrand and Supreme Court of Appeal: Quoting the relevant reference number, direct your application to: The Director, Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to, Office of the Chief Justice, No. 188, 14th Road, Noordwyk, Midrand. For attention: Ms Dorothea Botha (010) 493 2630

Eastern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X2033, MMabatho, 2735. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 22 Molopo Road, Ayob Gardens, Mafikeng.

Kwazulu-Natal: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre 3rd floor, 2 Devonshire place, Off Anton Lembede Street, Durban.

Western Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9020, Cape Town, 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.

Polokwane: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 36 Biccard Street, Polokwane.

Bloemfontein: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X20612, Bloemfontein, 8300. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, Cnr President Brand and Fontein Street, Bloemfontein.

Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X22149, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4TH floor, 30 Brown Street, Nelspruit.

Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 12th floor, Cnr Pritchard and Kris Street, Johannesburg.

CLOSING DATE

: 06 October 2017

NOTE

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as

well as applications received via fax/email, will NOT be considered or accepted. Note: Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis.

OTHER POSTS

POST 38/15 : **COURT MANAGER REF NO: 2017/86/OCJ**
(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R657 558.00 – R774 576.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Grahamstown High Court
REQUIREMENTS : Grade 12 and a three year National Diploma/ Bachelor's degree in Management/ Administration or equivalent qualification; a minimum of 6 years' experience of which 3 years' should be at a supervisory level; a valid driver's licence. Skills and competencies: Computer literacy; Excellent communication skills (written and verbal); Organizing skills; Leadership skills; Finance management skills; Ability to work under pressure; Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Decision making skills.

DUTIES : Co-ordinate and manage financial and human resources of the office; Be responsible for strategic and business planning processes; Manage the physical resources, information and communication related to courts; Implement the departmental policies on courts; Compile and analyse court statistics to show performance and trends; Provide case tracking services to the Judiciary; Compile annual performance and statutory reports to the relevant users; Lead and manage the transformation of the office; Manage strategic projects intended to improve court management; Manage communication with internal stakeholders. Manage PMDS of junior staff members.

ENQUIRIES : Ms N Biko (043) 726 8580/5217

POST 38/16 : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: 2017/87/OCJ**
(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R657 558.00 – R774 576.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 and a three year National Diploma/ Bachelor's degree in Human Resource Management, Public administration or equivalent qualification; A minimum of 6 years' experience of which 3 years should be at a supervisory level; A valid driver's licence Skills and competencies: Problem solving and decision making; creative thinking; planning and organization; Project management skills; Sound knowledge of the Job Evaluation system (Evaluate) applicable to the Public Service; Knowledge of policy development and implementation; knowledge of HR information and systems; Organizational Design Principles; people and diversity management; Ability to compile presentations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to ensure high level of quality Leadership skills; Interviewing skills; Report writing skills; Presentation skills; Ability to work independently and meet deadlines; Ability to attend to detail and ensure correctness of information; Computer literacy, (OrgPlus, Persal, Word, PowerPoint, Excel, Visio).

DUTIES : Manage and maintain sound and effective organizational structures in alignment with the strategic objectives; Manage the development of Job Profiles in line with the organisational structure, development implementation plan and advise managers on new developed structures ; lead and direct the JE process in terms of Analysis and grading jobs according to the Public Service Job Evaluation system and present the results to managers; Facilitate and coordinate change and Diversity Management in the Department; Manage, support and monitor

performance of lower level personnel. Prompt mobilisation of multi-disciplined team to attend to urgent and emergency issues at hand. Establish and maintain strong relationships with key stake holders.

- ENQUIRIES** : Mr SW Meko (010) 493 2526
- POST 38/17** : **CHIEF REGISTRAR: 2 POSTS**
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : (MR6) R420 909.00 – R1 023 054.00 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West High Court (1 POST), REF NO: 2017/88/OCJ
Durban High Court (1 POST), REF NO: 2017/89/OCJ
- REQUIREMENTS** : Grade 12 and an LLB Degree or equivalent qualification; At least 8 years' appropriate post qualification legal experience; Leadership and Managerial experience; A valid driver's licence; Computer literacy. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition; Leadership of the High Court; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
- ENQUIRIES** : North West: Mahikeng: Mr ML Moetanelo (018) 397 7064
Kwazulu-Natal: Durban: Ms L Marrie (031) 372 3167
- POST 38/18** : **LAW RESEARCHER: 4 POSTS**
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : R334 545.00 – R394 065.00. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape High Court: Cape Town, REF NO: 2017/90/OCJ
Durban High Court, REF NO: 2017/91/OCJ
Pietermaritzburg High Court, REF NO: 2017/92/OCJ
North West High Court: Mahikeng, REF NO: 2017/93/OCJ
- REQUIREMENTS** : Grade 12 and an LLB Degree or equivalent legal qualification. A minimum of 3 years relevant research experience, knowledge of electronic information resource and online retrieval (e.g My LexisNexis, Jutastat etc.) and a valid driver's license. Skills and competencies: Job Knowledge; Excellent communication skills (verbal and written); proven ability to analyze and conceptualize policy and to apply policy successfully; Interpretation of law; Legal writing/ drafting/ legislative drafting skills; Computer literacy (MS word, PowerPoint, Outlook and internet etc.); Research skills; Presentation skills; Problem solving; Interpersonal relations; Planning; Creative and analytical thinking; Customer service orientation; Ability to work under pressure and meet deadlines; Assertiveness and decisive where appropriate; Professionalism; Ability and willingness to learn; Understanding confidentiality in Government; Strong interpersonal relations; Decision making.
- DUTIES** : Research and retrieve material from the library accessible at the court physically and electronically; Participate in sub-committee of research at the court; Attend training programs and orientation program or seminars of the court; Proofreading and side checking of all draft judgements; Convey all documents and criticisms to

the Judiciary; Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences; Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgement; Conduct research for the Judges of the Division; Write competent research memorandums; Keep Judges abreast with new developments in law; Perform Quasi- judicial functions; Library duties; Attend to additional tasks for Judges.

ENQUIRIES : Western Cape: Cape Town: Ms M Baker (021) 469 4000
KZN: Durban: Ms K Marais (031) 362 5823
Pietermaritzburg: Mr M Zondi (033) 345 8211
North West: Mahikeng: Mr ML Moetanalo (018) 397 7064

POST 38/19 : **ASSISTANT DIRECTOR: ORGANZATIONAL DEVELOPMENT REF NO: 2017/94/OCJ**

(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R334 545.00 – R394 065.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/ Degree in Human Resource Management/ Management Services or equivalent qualification; A minimum of 3 years management experience in Organisational Development of which 2 years should be at a supervisory level. A valid driver's licence Skills and competencies. Sound knowledge of the Job Evaluation system (evaluate) applicable to the Public Service; Knowledge of relevant legislation, regulations, policies, processes and systems; Knowledge of Organisational Design; Knowledge of Human Resource Planning; change management; Batho Pele revitalization strategy and consulting; Knowledge of Job Evaluation implementation on PERSAL; Problem solving skills; Team participation; Project management skills; Interviewing skills; Analytical skills; Report writing skills, Presentation skills; Planning and organizing skills; Ability to work independently and meet deadlines; Ability to attend to detail and ensure correctness of information; Computer literacy, (Org Plus, Word, PowerPoint, Excel and Visio). Willingness to travel as and when required

DUTIES : Development and coordination of Job Profiles; Conduct job evaluation and analysis by holding interviews with relevant officials, analyse current functions and design interventions, analyse HR information trends, Implementation of organisational design policies; Development of Organisational structure; Conduct Job Evaluation; Implementation of OD systems; Manage, support and monitor performance of Organizational Development personnel. Monitor the implementation of the approved Organisational structure as per approved posts.

ENQUIRIES : Mr SW Mekoa (010) 493 2500

POST 38/20 : **EVENTS CO-ORDINATOR REF NO: 2017/95/OCJ**

(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R334 545.00 – R394 065.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma in Events Management or equivalent qualification; A minimum of 3 years' experience in providing logistical support to facilitators and trainers; An understanding of the South African criminal justice sector, especially Judiciary; Managing a filing system; Advanced computer literacy; A valid driver's licence. Skills and competencies. Planning and organizing; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific time-frames; Report writing; Analytical thinking; Good report writing skills; Ability to work under pressure; Good networking and communication skills; Excellent logistical support; Basic financial management; Problem analysis and solving; Knowledge management.

DUTIES : Source venues for training, seminars and educational programs; Initiate travel arrangements of the delegates and facilitators as per approved program and inform

them timeously; Copy and package training materials for the programs; Conduct ushering services at SAJEI events; Collate the evaluation information after every event and submit to management; Prepare training and consolidated evaluation reports after each event; Ensure that all training documents comply with Records management policy; perform other duties as directed, support and monitor performance and development of personnel.

- ENQUIRIES** : Ms F Seedat (010) – 493 2500
- POST 38/21** : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING (3 POSTS)**
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : R334 545.00 – R394 065.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Grahamstown High Court, REF NO: 2017/96/OCJ
Provincial Centre Kwazulu Natal: Durban, REF NO: 2017/97/OCJ
Provincial Centre Mpumalanga: Nelspruit, REF NO: 2017/98/OCJ
- REQUIREMENTS** : Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; A minimum of 3 years' experience in Statistical Analyses; A valid driver's licence. Skills and competency. Analytical skills; Communication skills (verbal and written); Computer skills (MS office, SPSS and SAS software); Project management; Interpersonal skills; Numerical skills; Ability to work under pressure and Decision making skills.
- DUTIES** : Design and develop data collection system and survey instruments; Provide effective people management; Capture available data from source documents as requested; Process information and data from a specific division of the High Court; Collate, analyse and interpret statistics and prepare a report for the Judge President; Analyse data by identifying trends and patterns specific to the division; Make recommendations based on the analysis of statistics for a specific division; Produce first line reports that are practical, accurate and reliable; create and maintain a database on a monthly, quarterly bi-annual and annual basis for the division; Verify the data obtained from sources (sub-offices); Applying standing instructions, policies and procedure/ guideline for generated reports, support and monitor performance and development of personnel. Manage budgets in line with public finance management act (PFMA) and Treasury Regulations (TR). Must provide leadership, management and strategic direction
- ENQUIRIES** : Eastern Cape: Grahamstown: Ms N Biko (043) 726 5217
Kwazulu-Natal: Durban: Ms L Marrie (031) 372 3167
Mpumalanga: Nelspruit: Mr H Hlophe (013) 753 9308
- POST 38/22** : **REGISTRAR: 5 POSTS**
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : MR3 – MR5 (R226 227.00 – R818 301.00 per annum. (Salary will be in accordance with OSD determination). Applicant must attach a service certificates for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Grahamstown High Court, REF NO: 2017/99/OCJ
Durban High Court, REF NO: 2017/100/OCJ
Western Cape High Court, REF NO 2017/101/OCJ
Thohoyandou High Court, REF NO: 2017/102/OCJ
Bloemfontien High Court, REF NO: 2017/103/OCJ
- REQUIREMENTS** : Grade 12 and an LLB Degree or equivalent qualification; 2- 8 years' post qualification legal experience; A valid driver's license. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management.

DUTIES : Co-Ordination of Case Flow Management Support processes to the Judiciary and prosecution; Issue all processes initiating court proceedings; Co-ordinate interpreting services, Appeals and reviews; process unopposed divorces and facilitation of Pre-Trial conferences; Check Criminal Record books; Consider judgement by default; appointments of sheriffs of the court on 'ad hoc' basis; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision of subordinates and their performance evaluation process; Any other official duties assigned by relevant stakeholders; provide practical training and assistance to the clerk of the court; Ensure annotation of relevant publications, codes, acts and rules; give attention to and execute requests from the Judiciary in connection with cases and other case related matters; exercise control over case records as well as the record room and deal with the files in terms of the archived codes and act; submission of returns to the court manager and the department; implement rules and procedures and practise; handle taxation and taxing master including any reviews; process and grant judgements by default; manage the civil section including divorce cases; assist the public with court procedures; process reviews and appeals (civil and criminal) attend or oversee to general public queries or correspondence; attend to judicial support functions; issue/keep/check and analyse court statistics; issue court order or letters to attorneys; safe keeping of records; attend to office management; planning and organisation.

ENQUIRIES : Eastern Cape: Grahamstown: Ms N Biko (043) 726 8580/5217
: Kwazulu-Natal: Durban: Ms L Marrie (031) 372 3167
: Western Cape: Cape Town: Ms M Baker (021) 469 4000
: Polokwane: Thohoyandou: Mr J Maluleke (015) 230 4035
: Free State: Bloemfontein: Ms M Luthuli (051) 406 8191

POST 38/23 : **STATISTICAL OFFICER REF NO: 2017/104/OCJ**
(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R281 418.00 – R331 497.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court of Appeal: Free State
: Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; 2-3 years' experience in statistical environment; A valid driver's licence. Skills and competencies. Knowledge of relevant policies and strategies; Statistical analysis and reporting; Analytical skills; Communication skills; Problem solving and motivational skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.

DUTIES : Administer data collection instruments and surveys within the respective Superior Court Division; Establish channels for the collection of data within the respective Superior Court Division; Collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court Division; Produce 1st line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Respective Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division; Train employees/ project members within the Respective Superior Court Division on utilization of information.

ENQUIRIES : Ms D Botha (010) 493 2500

POST 38/24 : **SENIOR HUMAN RESOURCE OFFICER REF NO: 2017/108/OCJ**
(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Centre Mpumalanga: Nelspruit
: Grade 12 or equivalent qualification; A minimum 3 years relevant experience in all functions of Human Resource Management within the public sector; Supervisory

experience will be an added advantage; Extensive knowledge of PERSAL and HR utilization will be an advantage; A valid code 08 driver's licence will be an additional advantage. Skills and Competencies: Job Knowledge, Communication skills; Interpersonal relations; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.

DUTIES : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g.: Personnel development, performance management and discipline, and ensure quality of work; Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices; Inform, guide and advice the Department/ personnel on HR Administration matters to enhance the correct implementation of HR Management practices; approve transaction on Persal according to delegations. Prepare reports on Human Resource issues and statistics, support and monitor performance and development of personnel.

ENQUIRIES : Mr H Hlophe (013) 753 9308

POST 38/25 : **SENIOR COURT INTERPRETER (5 POSTS)**
(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Bisho High Court, REF NO: 2017/109/OCJ
Bloemfontein High Court, REF NO: 2017/110/OCJ
Durban High Court, REF NO: 2017/111/OCJ
Mahikeng High Court, REF NO: 2017/112/OCJ
Western High Court, REF NO: 2017/113/OCJ

REQUIREMENTS : Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver's license will be an added advantage. Knowledge of any foreign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and Competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Ability to work under pressure.

DUTIES : Render Interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court records; Develop terminology; Coin words; Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

ENQUIRIES : Eastern Cape: Bisho: Ms N Biko (043) 726 8580/5217
Free State: Bloemfontein: Ms M Luthuli for (051) 406 8191
Kwazulu-Natal: Durban: Ms L Marrie (031) 372 3167
North West: Mahikeng: Mr ML Moetanalo (018) 397 7064
Western Cape: Cape Town: Ms M Baker (021) 469 4000

POST 38/26 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: INFORMATION COMMUNICATIONS TECHNOLOGY, REF NO: 2017/114/OCJ**
(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

- REQUIREMENTS** : Grade 12, Secretarial Diploma or equivalent qualification; 3-5 Years' experience in rendering a support service to Senior Management; Language skills and ability to communicate well with people at different levels and from different backgrounds; Advanced application of MS Office Applications; A valid driver's licence. Skills and competencies: Good telephone etiquette; Computer literacy; Sound organisational skills; Good people skills; High level of reliability; Written communication skills; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; good grooming and presentation; Self-management and motivation; Knowledge on the relevant legislation/ policies, prescripts and procedures; Basic knowledge on financial administration.
- DUTIES** : Manage the office of the CD including diary coordination; Secretarial support and document management; Provide technical support to the CD in his/her capacity as Budget Programme Manager of the Unit; Provide secretariat support to the management structures. Supervise and coordinate shared secretarial support services provided to senior managers in the Unit. Coordinate corporate support service activities for the Unit. Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the CD.
- ENQUIRIES** : Ms D Botha (010) 493 2630
- POST 38/27** : **SECRETARY TO THE PROVINCIAL HEAD REF NO: 2017/115/OCJ**
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : R152 862.00 – R180 063.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Centre Mpumalanga: Nelspruit
Grade 12 and must be able to type 35 wpm, typing course/qualification will serve as an added advantage. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds; Good telephone etiquette; Computer Literacy; Sound organisational skills; Good people skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion; good grooming and presentation.
- DUTIES** : Provide a secretarial/ receptionist support service to the manager; Responsible for overall administration of the Provincial Head's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments. Remain up to date with regard to prescripts/policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the manager.
- ENQUIRIES** : Mr H Hlophe (013) 753 9308
- POST 38/28** : **ACCOUNTING CLERK REF NO: 2017/116/OCJ**
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : R152 862.00 – R180 063.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Centre Mpumalanga: Nelspruit
Grade 12 or equivalent qualification; Skills and Competencies: Job Knowledge, Communication skills; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Language; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment's.
- DUTIES** : Render Financial Accounting transactions (Receive invoices, Check invoices for Correctness, verification and approval (internal control), Process invoices (e.g.

capture payments), Filing of all documents, and Collection of cash. Perform Salary Administration support services (Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.), File all documents. Perform Bookkeeping support services (Capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions, Compile journals).Render budget support services.

ENQUIRIES

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Mr H Hlophe (013) 753 9308

POST 38/29

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ADMINISTRATION CLERK (DCRS): REF NO: 2017/117/OCJ

(Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY

:

R152 862.00 – R180 063.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

:

Durban High Court

REQUIREMENTS

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Grade 12 or equivalent qualification; Skills and Competencies: Job Knowledge, Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.

DUTIES

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Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component, Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component

ENQUIRIES

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Ms L Marrie (031) 372 3167