

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



- APPLICATIONS** : Western Cape: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to the Office of the Chief Justice Provincial Centre, 30 Queen Victoria Street, Cape Town.
Bloemfontein, 9300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301
- CLOSING DATE** : 24 November 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. Women and People with Disabilities are encouraged to apply

OTHER POSTS

- POST 44/139** : **JUDGES SECRETARY (2 POSTS)**
(3 Year Contract)
- SALARY** : R 226 611 – R 266 943 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeal Court
Western Cape REF NO: 2017/202/OCJ (1 Post)
Free State High Court REF 2017/203/OCJ (1 Post)
- REQUIREMENTS** : Grade 12:, experience as a Judges Secretary or relevant experience; shortlisted candidates will be required to pass a typing test; A valid driver's licence, the following will serve as an advantage; a secretarial diploma or equivalent, A four year recognized qualification or a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree ; Proficiency in English and Afrikaans; 2 to 3 years legal experience; Skills and Competencies: Good communications skills (verbal and written), administration and organisational skills, Self-driven, Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure and attention to detail, Confidentiality and time management; customer care service skills, computer literacy (MS Word), research capabilities, excellent typing skills.
- DUTIES** : Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing);Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc.; Safeguarding of al case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry

released, returns case file to administration for returns to clerk's office; Management of judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge's Library and updating of loose leaf publications; Any other task for or allocated by the Judge; Comply with Departmental Policies and Prescripts and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.

ENQUIRIES : Ms M Baker (021) 469 4000
Ms N DeLaRey (051) 406 8194

POST 44/140 : **ADMINISTRATION CLERK (DCRS) REF NO: 2017/204/OCJ**

SALARY : R152 862 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Labour and Labour Appeal Court: Western Cape
REQUIREMENTS : Grade 12; Skills and competencies: Job Knowledge, Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.

DUTIES : 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 : Ms M Baker (021) 469 4000

POST 44/141 : **REGISTRAR'S CLERK: REF NO: 2017/205/OCJ**

SALARY : R152 862.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Labour and Labour Appeal Court: Western Cape
REQUIREMENTS : Grade 12; Computer Literacy; Experience in clerical/administration functions will be an added advantage. Skills and competencies: Good communication skills (written and verbal); Good interpersonal relations and public skills; Good administration and organizational skills; customer service skills and ability to work under pressure.

DUTIES : Render support services to cash flow management. Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress in ICMS; render counter service duties/functions; prepare, issue and analyse court statistics; maintain and keep all registers for Civil and Criminal matters; filling and storage of both Civil and Criminal process; issue warrant of arrest for defaults; act as a liaison between judges and legal practitioners; requisitioning of accused persons from prison; deal with correspondence and attend to general public enquiries; issue all processes that initiate court proceedings; prepare and send case to transcribers for appeal and review purposes; prepare and binding of appeals and reviews; attend to complaints from prisoners and members of the public; act as a liaison between Registrar and legal practitioners; provide administrative support in general as requested by Court Manager and supervisor.

ENQUIRIES : Ms M Baker (021) 469 4000