OFFICE OF THE CHIEF JUSTICE

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. Women and People with Disabilities are encouraged to apply.

APPLICATIONS: 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: 03 May 2019

NOTE: Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. 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 are 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 shortlisted 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 or email, will NOT be considered or accepted.

OTHER POST

POST 14/35: ADMINISTRATOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2019/486/OCJ

SALARY: R257 508 – R285 630 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: National Office: Midrand

REQUIREMENTS: A three years National Diploma in Office Management or relevant qualification; A minimum of 3 years' experience in rendering administrative support. Technical Knowledge/ Competencies: Human Resource Administration, Financial, Provisioning and procedures, and processes; Document tracking, storage and retrieval; Computer Literacy; Good telephone and office etiquette; Understanding of Relevant Public Service and Departmental legislation/prescripts/policies and procedures; Procedure and processes applied in Office Management; Meeting procedures; Operating office equipment (e.g. Computer, photocopy, scanner, projector); Basic knowledge on financial administration. Behavioural competencies: Organizing and Communication (oral and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Planning and organizing; Proper usage of presentation Equipment; Language skills and ability to communicate well with people at different levels and from different backgrounds; Good people skills; Sound organizational skills; Ability to correctly interpret relevant documentation; Basic numeracy; Basic literacy; Ability to do research and analyse information; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).

DUTIES: Render administrative support to the Chief Directorate; Provide support with the management of budget; Provide secretarial/reception support to the Chief Directorate; Provide support with the coordination of the meetings.

ENQUIRIES: Ms C Gideon/ Ms LM Mothemane Tel No: (010) 493 2500/2528/2533