



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 persons are required to establish the Office:

- REFERENCE NO** : 2017/114/OCJ
- POST** : PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: INFORMATION COMMUNICATIONS TECHNOLOGY
- SALARY** : R226 611.00 – R266 943.00. The successful candidate will be required to sign a performance agreement.
- CENTRE** : NATIONAL OFFICE: MIDRAND
- LEVEL** : 7
- 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
- APPLICATIONS:** 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, 14<sup>th</sup> Road, Noordwyk, Midrand. For attention: Ms Dorothea Botha (010) 493 2630
- CLOSING DATE** : 6 OCTOBER 2017
- NOTE:** 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 Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, 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 competency assessment test 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.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

**We welcome applications from persons with disAbilities**

