



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST:	JUDGE SECRETARY
CENTRE:	REGISTRAR OF THE HIGH COURT, KIMBERLEY
REF NO:	NC/23/08

Salary: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- Grade 12 or equivalent qualification;
- Three years experience;
- Minimum typing speed of 45 wpm;
- Shortlisted candidates will be required to pass a typing test;
- Valid driver's license.

Skills and competencies:

- Computer literacy;
- Good communication (verbal and written);
- Administration and organisational skills.

Duties:

- Answer the telephone, route calls and make telephone calls on behalf of the judge;
- Manage correspondence and typing work and check typing done for the judge;
- Arrange and diarise appointments, meetings, travel and accommodation arrangements, official visits, etc;
- Update files and documents and provide copies of documents to Registrar;
- Accompany judge on circuit;
- Arrange receptions for the judge and his visitors and attend to their refreshments and needs;
- Manage secretariat and other related duties in the office;
- Deliver messages and route documents from registrar to judge and vice versa;
- Research and make extracts from legal literature as instructed by the judge.

ENQUIRIES: Ms C Cader ☎ (053) 839 0031.

APPLICATIONS: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6106, Kimberley, 8300.

CLOSING DATE: 25 March 2008

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be

accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. 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 this position.



People with disabilities are encouraged to apply.