

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 and preference will be given to Women, Persons with Disabilities and youth.

- APPLICATIONS** :
- National Office Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Gauteng Division:** Pretoria/Johannesburg/ Provincial Service Centre Gauteng Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Eastern Cape Division of the High Court:** Mthatha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- CLOSING DATE** : 02 October 2023
- NOTE** :
- All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only 121 and more specifically for the purpose of the position/vacancy you have

applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

POST 33/110 : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE AND REMUNERATIONS REF NO: 2023/318/OCJ**

SALARY : R811 560 – R952 485 per annum, (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 : Matric certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration/Management or an equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years must be at an Assistant Director level. Formal PERSAL training (shortlisted candidates will be required to submit PERSAL Certificates). A Valid driver's license. Knowledge of Human Resource Management. Knowledge of Human Resources Management Policies, Human Resources Systems and Procedures. Knowledge and understanding of the Legislation/prescripts and framework governing the public service i.e public service Act, Public service Regulation, labour Relations Act, Employment equity Act, basic Conditions of Employment Act, skills Development Act, collective agreements, codes of Remuneration and the Public Finance Management Act. Knowledge of HR related standards, practices processes and procedures. Structure and functioning of the Department, Business functions and processes of the Department, Change management.

DUTIES : Management and monitoring of service conditions and benefits; Monitor the correct application of service conditions and benefits to all employees. Ensure the accurate implementation of salary structured packages for OSD, MMS and SMS employees; Manages termination of services (resignation, ill health, retirements, death, dismissals, etc.) within the department. Ensure management and compliance of leave administration processes; Monitor, review and approve the leave transactions on PERSAL; Prepare the monthly report on the implementation of leave; Monitor and implement the application of temporary and permanent incapacity leave and ill Health retirement (PILIR); Manage the appointment and transfers process of officials within the OCJ; Implement the appointment or transfers of the recommended candidate after selection process on PERSAL; Facilitate the development and implementation of service conditions and benefits policies in line with legislative frameworks, system and processes;. Manage the sub directorate, Administration of employees' pension benefits. Develop or review the service conditions and benefits policies in line with Public Service Prescripts and DPSA guidelines; Review all the service conditions and benefits templates and submit for approval. Manage the efficient and effective administrative support within the sub-directorate; Develop plans and reports for the sub-directorate and submit to the Director.

ENQUIRIES : Technical Related Enquiries: Mr W Mekoa Tel No: (010) 493 2500
 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

POST 33/111 : **LAW RESEARCHER REF NO: 2023/319/OCJ**

SALARY : R424 104 – R508 692 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division High Court: Pretoria
 : Matric Certificate plus an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and competencies: Excellent research and analytical skills. Report writing and

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| | | editing skills (written and verbal) Problem analysis, solving and planning skills. Computer literacy (MS Word) Project Management, including planning and organizing ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills. |
| <u>DUTIES</u> | : | Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline any proposed changes. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court related work requested to improve the efficiency of the court. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms PN Shandu Tel No: (012) 315 7564 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 |
| <u>POST 33/112</u> | | <u>REGISTRAR REF NO: 2023/320/OCJ</u> |
| <u>SALARY</u> | : | R293 847 – R1 005 801 per annum, (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Gauteng Division of the High Court: Johannesburg |
| | : | Matric Certificate and an LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. |
| <u>DUTIES</u> | : | Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-trial conferences. Quality checks on Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrar's Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms S Letlaka Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa, Tel No: (010) 494 8515 |
| <u>POST 33/113</u> | : | <u>ACCOUNTING CLERK REF NO: 2023/321/OCJ</u> |
| <u>SALARY</u> | : | R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Provincial Service Centre: Gauteng |
| | : | Matric Certificate. National Diploma in Accounting, Financial Accounting, Cost and Management Accounting or equivalent qualification will serve as an advantage. A minimum of 2 year's relevant experience. Knowledge of BAS and PERSAL and other government transversal systems. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions. Skills and Competencies Honest and open minded, Presentable/ Acceptable: |

- Assertiveness: Communication and interpersonal skills. Accuracy and Attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
- DUTIES** : Preparing and capturing of sundry and creditor payments. Ensure invoice are paid within 30 days. Prepare and process S&T and cell phone claims. Generate BAS reports. Proper filing of physical payments and receipts batches for audit purposes. Maintenance of all registers. Distribute payslips.
- ENQUIRIES** : Technical enquiries: Mr S Majola Tel No: (010) 494 8479
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 33/114** : **ADMINISTRATION CLERK (DCRS) REF NO: 2023/322/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division High Court: Pretoria
: Matric Certificate or equivalent qualification. The following will serve as an added advantage: Experience in general administration or Court related functions with regard to court recordings and/or case flow management. A valid driver's licence.
- DUTIES** : Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, finance and supply Chain as required by the Judiciary, Court Manager and Supervisor. Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem solving skills. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine.
- ENQUIRIES** : Technical enquiries: Ms PM Mahlangu Tel No: (012) 492 6759
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 33/115** : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2023/323/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Johannesburg
: Matric Certificate or equivalent qualification. The following will serve as an added advantage: Relevant experience in Asset Management and Provisioning Administration/ Supply Chain Management. A valid driver's licence. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFSA, Supply Chain Management guidelines and other related prescript. Knowledge of the Public Sector procurement process, rules and regulations. will be an added advantage. Skills and Competencies: Accuracy and Attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
- DUTIES** : Keep and update of all records on the asset register. Bar-code all newly acquired assets. Conduct quarterly assets and ensure that assets condition in the register matches the condition of its existence. Identify assets for disposal and facilitate the transfer thereof. Assist with reconciliation of the JYP assets register and BAS. Update records of leases on assets and maintain copies for audit purposes. Follow up on losses reported to Legal Liability and update assets register according to assets status. Facilitate the movements of assets. Update of inventory list and asset register. Compile daily, weekly, and monthly statistics. Handle external and internal enquiries. Assist with general office duties.
- ENQUIRIES** : Technical enquiries: Ms S Letlaka Tel No: (010) 494 8448
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

- POST 33/116** : **ADMINISTRATION CLERK (DCRS) REF NO: 2023/324/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Mthatha
 : Matric Certificate or equivalent qualification. The following will serve as an added advantage: A minimum of one year work experience, appropriate general administration, a valid driver's licence. Willingness to travel (the person will be required to work/go out to circuit courts), court or digital court recording experience will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
- DUTIES** : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing.
- ENQUIRIES** : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 33/117** : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2023/325/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
 : Matric Certificate. The following will serve as an added advantage: National Diploma in Finance or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A valid driver's license Experience in asset management; understanding of the PFMA, Treasury regulations: PPFSA, Supply Chain management guidelines and other related prescripts; Accuracy and attention to detail; Computer literacy (MSOffice, Excel, Access and outlook); Proven Knowledge of LOGIS and BAS systems (Asset Management Functions); Strong analytical, administration as well as interpersonal skills; good communication skills (written and verbal); good administration and organising skills, good Interpersonal public relations skills, ability to work under pressure, independently and self-motivated. Willing to adopt work schedule in accordance with Office requirements.
- DUTIES** : Receive, barcode, capture all newly acquired assets in the asset register system. Ensure accuracy and completeness of all assets recorded on the assets register. Administer the maintenance and updating of departmental and leased asset register. Manage the movement/transfer of assets between officials /sections /Departments/Courts. Identify assets which are obsolete/redundant and are due for disposal. Perform monthly spot checks. Conduct quarterly and annual departmental & leased asset verification, report & investigate discrepancies. Assist external and internal auditors with the asset's verification process. Prepare BAS/Departmental and lease asset register reconciliation and ensure that non-reconciling items are promptly resolved on a monthly basis. Conduct ad-hoc analysis related to assets as requested by management. Provide clerical support services
- ENQUIRIES** : Technical Related Enquiries: Mr Karabo Mthethwa Tel No: (010) 493 2607
 HR Related Enquiries: Mr. A Khadambi at 064 614 9551
- POST 33/118** : **TYPIST REF NO: 2023/326/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
 : Matric Certificate or equivalent qualification. Minimum proven typing speed of 35wpm, Prior experience as a typist in a legal environment, will be an added advantage. Shortlisted candidates will be required to pass a typing test. Skills

and Competencies: Excellent communication skills (verbal & written). Computer literacy (MS Office)Good interpersonal skills, good public relations skills Ability to work under pressure and to solve problems Numerical skills, Attention to detail, Good timekeeping. Telephone etiquette, Ability to work in a team.

DUTIES

: Typing of court orders, appeals, reviews, reports, minutes, circulars, notice of set downs, pre-trial notices, witness statements, taxing master reports, affidavits, memorandums, J349 certificates, right of appearance certificates and apostilles/authentication certificates. Relief of administration personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties.

ENQUIRIES

: Technical/HR Related Enquiries Ms M Baker Tel No: (021) 469 4000