

**OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA**

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:

<u>CLOSING DATE</u>	:	15 September 2017
<u>NOTE</u>	:	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). Please note that only original applications will be accepted, e-mailed and faxed applications will be disqualified. 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. 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. We welcome application from persons with disabilities.

OTHER POSTS

<u>POST 34/23</u>	:	<u>REGISTRAR 2 POSTS</u>
<u>SALARY</u>	:	MR3 – MR5 R226 227 – R 818 301 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Of South Africa Gauteng Division: Pretoria, Ref No: 2017/36/OCJ High Court Of South Africa Gauteng Local Division: Johannesburg, Ref No: 2017/37/OCJ
<u>REQUIREMENTS</u>	:	LLB degree or four year recognized legal qualification; At least (2) years appropriate post qualification legal experience; A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Ability to work independently and met deadlines; Ability to attend to detail; Negotiation; self-management and stress management; Good interpersonal relations ability to work under pressure.
<u>DUTIES</u>	:	Coordinate Case Flow Management support services to the Judge President of the High Court and Deputy Judge President; Issue all processes that initiate court proceedings; process and grant judgements by default as required by the Supreme Court Act 1995 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section; including divorce cases, Assist the public with court procedures, process reviews and appeals; implement rules, procedures and practises and costs periodically in co-operation with the Judge President, Court Manager and Judiciary, Manage court information relating to civil and divorce cases, including the keeping of statistics and submission of returns to the court manager and the Department, exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of the court.
<u>ENQUIRIES</u>	:	Mr H Sithole Tel no: (011) 335 0210
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the High Court of South Africa: Gauteng Local Division: Johannesburg, 12 th Floor Cnr. Prichard and Kruis Street.

- POST 34/24** : **STATISTICAL OFFICER REF NO: 2017/38/OCJ**
- SALARY** : R281 418–R331 497 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg
- REQUIREMENTS** : BA or BSc degree or equivalent qualification; At least 3 years' experience in statistical analysis; knowledge of relevant policies, strategies; statistics analysis and Reporting; data collection, information processing or related fields will be an advantage; a valid code B drivers licence, computer literacy (MS Office), SPSS & SAS software); analytical skills; good communication skills(written and verbal); project management skills; interpersonal skills, numerical skills; ability to work under pressure.
- DUTIES** : Design and develop data collection systems and survey instruments. Capture available from source documents as requested. Process information and data from specific Division of the High Court. Collate, analyse and interpret statistics and prepare a report for the Judge President. Analyse data by identifying trends and patterns specific to the Division. Make recommendations based on the analysis of the statistics for a specific Division. Produce first line reports that are practical, accurate and reliable. Create and maintain a database on a monthly, quarterly, bi-annually and annual basis for the Division verify the data obtained from sources (sub offices). Apply standing instructions 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 S Mnisi Tel no: (011) 335 0284
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street.
- POST 34/25** : **JUDGES SECRETARY 2 POSTS REF NO: 2017/39/OCJ**
- SALARY** : R226 611–R266 943 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeal Court: Johannesburg
- REQUIREMENTS** : Grade 12;, experience as a judges Secretary; 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, 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; good communications skills, administration and organisational skills, Self-driven, exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure and attention to detail.
- 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 all 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 S Mnisi Tel no: (011) 335 0284
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X 7, Johannesburg, 2000. Applications can also be

hand delivered to the High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street.

- POST 34/26** : **SENIOR COURT INTERPRETER 4 POSTS**
- SALARY** : R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg (2 Posts) Ref No: 2017/40/OCJ
Gauteng Division: Pretoria: (1 Post) Ref No: 2017/41/OCJ
Labour And Labour Appeals Court: Johannesburg (1 Post) Ref No 2017/42/OCJ
- REQUIREMENTS** : Grade 12 or equivalent qualification; Two year Diploma in Interpreting (NQF level 5); Five years practical experience; Proficiency in two or more indigenous languages and knowledge of the following languages, English, Afrikaans, Isindebele, Isizulu, ISiSwati, Sesotho, Sepedi, Setswana and Isixhosa; NB: Shortlisted candidates will be required to undergo oral and written language proficiency testing. Skills and Competencies: Good communications skills (verbal and written); listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; problem solving; planning and organising; confidentiality; ability to work under pressure.
- DUTIES** : To render interpreting services; translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Perform specific Line and Administrative Support Functions; Control and supervision of Interpreters.
- ENQUIRIES** : Ms S Mnisi Tel no: (011) 335 0284
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street.
- POST 34/27** : **COURT INTERPRETER REF NO: 2017/43/OCJ**
- SALARY** : R152 862–R 180 063 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeal Court: Johannesburg
- REQUIREMENTS** : Grade 12 or equivalent qualification; Proficiency in two or more indigenous languages and English; 0-3 years practical Court Interpreting experience will be an added advantage; Candidates will be required to undergo oral and written language proficiency testing;
- DUTIES** : render interpreting service, translate legal documents and exhibits; coin words; assist with the reconstruction of Court Recounts; Perform specific line and administrative support functions
- ENQUIRIES** : Ms S Mnisi Tel no: (011) 335 0284
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street.