

**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:

CLOSING DATE : 22 September 2017

NOTE : 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

POST 35/28 : **COURT MANAGER REF NO: 2017/53/OCJ**

SALARY : R657 558 – R 774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Grahamstown High Court

REQUIREMENTS : Three year Tertiary qualification (Degree) in Administration and/ or National Diploma in Services Management plus (NQF level 5) or equivalent qualification; Six (6) years relevant experience of which three years should have been at managerial level; Knowledge and experience in financial management; PFMA, office and district administration will serve as a strong recommendation; Experience in Court Management will be an added advantage; A valid driver's licence; Customer focus and responsiveness; Problem solving skills, Team participation; Project management skills, Interviewing skills, Analytical skills; Planning and organizing skills; ability to work independently and meet deadlines; Ability to attend details and ensure correctness of information; Computer Literacy (Word, PowerPoint, Excel, and Visio).

DUTIES : Co-ordinate and manage financial and human resource of the office; be responsible for strategic and business planning processes; Manage the physical resource, information and communication related to courts; Implement the departmental policies on courts; Compile and analyse court statistics ion show performance and trends; Provide case tracking service to the Judiciary; Compile annual performance and statutory reports to the relevant users; Lead and manage the transformation of the office; Manage strategic projects intended to improve court management; Manage communication with internal stakeholders.

ENQUIRIES : Ms N Biko Tel no: (043) 702 7000

APPLICATIONS : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9065, East London, 5200. Applications can also be hand delivered to the Office of the Chief Justice Service Centre, 2nd Floor Sanlam Building, 59 Western Avenue, Vincent, East London

POST 35/29 : **DEPUTY DIRECTOR ORGANISATIONAL DEVELOPMENT REF NO: 2017/44/OCJ**

SALARY : R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement

CENTRE : National Office Midrand

REQUIREMENTS : Degree or National Diploma in Human Resource Management or National Diploma in Management Services/ Work Study; 6 to 8 years relevant experience in the field of management services; Sound Knowledge of the Job Evaluation system applicable to the Public Service, legislation, regulations, policies, processes and systems management service techniques, organizational design principles, Human Resource Planning, Change Management, Batho Pele Revitalisation strategy and consulting; Knowledge of JE implementation on PERSAL; A valid driver's licence. Interviewing skills; Analytical skills; Planning and organizing skills; Ability to work independently and meet deadlines; Ability to attend to detail and ensure correctness of information; Computer Literacy (Word, PowerPoint, Excel, Visio).

DUTIES : Develop, manage and maintain sound and effective organizational structures in alignment with the strategic objectives of the Department; coordination of Job Profiles and Job Descriptions to ensure that they are in line with the Departmental structure and functions; Analyse and grade jobs according to the Job Evaluation system; Facilitate and coordinate Human Resource Planning in the Department; Initiate and conduct Research into best business practices, benchmarks and management services approaches; develop and empower employee skills within the department to capacitate and render best practises.

ENQUIRIES : Mr L Mothemane (010) 493 2500

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Director, Human Resources, Office of the Chief Justice, Private Bag X10, MARSHALL TOWN, 2107. Application can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, MIDRAND.

POST 35/30 : **CHIEF REGISTRAR REF NO: 2017/47/OCJ**

Re-advert, (Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : MR6 R420 909–R1 023 054 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE : Durban High Court

REQUIREMENTS : LLB Degree or equivalent legal qualification; Eight (8) years appropriate post qualification legal experience; A valid Driver's Licence Leadership and Managerial Experience; Computer literacy;. Good interpersonal skills; Attention to detail; Conflict management; Professional appearance and conduct; Self-management; Case-flow management; working knowledge of the Rules of the High Court; Good communication skills (verbal and written);

DUTIES : Leadership of the High Court; Human Resource Management; Court and case flow management/ Quasi-Judicial Function; Manage service level agreement frameworks and manage Strategic court efficiency projects and best practices; Information and case/court documentation management systems.

ENQUIRIES : Ms L Marrie Tel no: (031) 372 3167

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, DURBAN, 4000. For the attention of: Mrs L Marrie. Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street (Durban) 4000.

- POST 35/31** : **CHIEF REGISTRAR (RE-ADVERT) REF NO: 2017/48/OCJ**
 Re-advert, (Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : MR6 R420 909–R1 023 054 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West High Court: Mahikeng
 : LLB degree or four year recognised legal qualification; At least 8 years appropriate post qualification legal experience; A valid driver's licence; Administrative experience. Case-flow management; Dispute resolution Legal drafting; Legal research; Office management, planning and organizational skills; Good communication skills (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret Acts and regulations; Working knowledge of the Rules of the High Court.
- DUTIES** : Collect data and information, analyse and translate into knowledge for planning, decision for planning, decision making or management reporting and to different audiences, using a variety of information and communication technologies (e.g. Intranet, e-mail, video conferencing, telecommunications, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning; Display a basic understanding of the litigation process and legal proceeding; Display a basic knowledge and understanding of legal research principals; Understand case law relevant to the legal matter at the hand and be guided in presenting motivation/proposals on how the specific case should be approached to obtain desirable/justifiable outcome; Display a basic understanding of legal documents that provide clear motivation/justification for a particular position pertaining to the case also proposing the approach to be followed to ensure success in this regard; Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition; Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand; Present on, advice and mentor juniors on the motivation / proposal on how the specific case should be approached to obtain a desirable outcome; Measure and improve work methods, procedures and systems; Strategic and Operational Management of staff to ensure improved performance levels; Manage the collation of Court Performance Data/Statistics for purpose of reporting.
- ENQUIRIES APPLICATIONS** : Mr ML Moetanalo Tel no: (018) 397 7064
 : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X2033, Mmabatho, 2735 OR hand delivered applications to 22 Molopo Road, Ayob Gardens: Mafikeng.
- POST 35/32** : **LAW RESEARCHER REF NO: 2017/59/OCJ**
- SALARY** : R334 545 – R 394 065 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape High Court (Cape Town)
 : An appropriate four year recognized legal degree or equivalent qualification 0 – 3 years' experience in a legal environment, A valid driver's licence, Strong research skills will be an added advantage; Excellent research and analytical skills Report writing and editing skills, Ability to speak and write English, Computer literacy (MS Word) Ability to access and utilize computer research programmes (Westlaw, Lexis Nexis, Juta); Problem solving skills, Ability to work under pressure, Project management including planning and organizational ability to integrate knowledge from diverse sources,] accuracy and attention to detail and interpersonal skills.
- DUTIES** : Provide professional legal research assistance to the respective courts, comprising amongst others, the following: Conduct legal research and/or provide assistance may be required from time to time by the Judges at the respective courts; Performing quasi-judicial functions; Monitoring and bringing to the attention of the judiciary new developments in law and jurisprudence; and Performing any court related work requested to improve the efficiency of the court.

ENQUIRIES APPLICATIONS : Ms M Baker Tel no: (021) 469 4000
: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X9020, Cape Town, 8000. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town

POST 35/33 : **LAW RESEARCHER**
Re-Adverts: (Candidates who previously applied need to re-apply as previous applications will not be considered)

SALARY : R334 545 – R394 065 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Durban High Court Ref No: 2017/55/OCJ
Pietermaritzburg Ref No: 2017/56/OCJ

REQUIREMENTS : An LLB Degree or four year recognized legal qualification; A minimum of 3 years appropriate legal research experience; Computer literacy; A valid driver's licence; Knowledge of electronic information Resource and online Retrieval (e.g. My LexisNexis, Jutastat) Language ability of isiXhosa and English; Good communication skills (verbal and written); Research skills; Good interpersonal relations; Accuracy and attention to detail; Problem analysing, solving and planning skills; Very good report writing skills; Good decision making/time management skills; Be customer service orientated; Assertiveness and decisiveness; Should be able to work under pressure; Ability to integrate knowledge from diverse sources; Ability to conduct research using electronic research engines/tools; Ability to conduct research manually using text books, statutes, journals etc; Project management, including planning and organising ability.

DUTIES : Research and retrieve material from the library accessible at the court physically and electronically; Participate in sub-committee of research at the court; Attend training programs and orientation program or seminars of the court; Proofreading and side checking of all draft judgements; Convey all documents and criticisms to the Judiciary; Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences; Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgement; Conduct research for the judges of the Division; Write competent research memorandums; Keep judges abreast with new developments in law; Perform Quasi- judicial functions; Library duties; Attend to additional tasks for Judges.

ENQUIRIES APPLICATIONS : Ms L Marrie Tel no: (031) 372 3167
: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000 Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street (Durban) 4000.

FOR ATTENTION : Mrs L Marrie

POST 35/34 : **LAW RESEARCHER REF NO: 2017/57/OCJ**
(Re-Advert). Candidates who previously applied need to re-apply as previous applications will not be considered).

SALARY : R334 545 – R394 065 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : North West High Court: Mahikeng

REQUIREMENTS : An LLB degree or four year recognized legal qualification; 3 year's relevant experience; English. A valid driver's licence excellent research and analytical skills; Report writing and editing skills; Excellent Communication Skills (Written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, Lexis, Nexis, Jutas); Project management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.

- DUTIES** : Rendering assistance to the Judges and Judge President.; Provide Professional Legal Research assistance to the court; Conduct Legal research as required by the judges of the court; Monitoring and bringing to the attention of judges of the court new legal developments and legislation; Checking judgements for style and accuracy in citations; Conduct research as required by the Judge President Office which includes inter alia, writing competent research memorandums: perform quasi-judicial functions.
- ENQUIRIES APPLICATIONS** : Mr ML Moetanalo Tel no: (018) 397 7064
: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X2033, Mmabatho, 2735 OR hand deliver to: 22 Molopo Road, Ayob Gardens: Mahikeng.
- POST 35/35** : **ASSISTANT DIRECTOR STATISTICAL ANALYSIS AND REPORTING 3 POSTS**
- SALARY** : R334 545 - R 394 064 per annum. The successful candidate will be required to sign a Performance Agreement.
- CENTRE** : Grahamstown High Court Ref No: 2017/50/OCJ
Provincial Centre Kwazulu Natal Ref No: 2017/51/OCJ
Provincial Centre Mpumalanga (Nelspruit) Ref No: 2017/52/OCJ
- REQUIREMENTS** : A Degree in Statistics or equivalent qualification; 3 years' experience in Statistical Analysis; A valid driver's licence. Skills and Competencies: Analytical skills; communication skills (verbal and written) Computer skills, MS Office; SPSS and SAS software; Good Interpersonal Relations, Numerical skills, ability to work under pressure, project management skills
- DUTIES** : Design and develop data collection systems and survey instruments; Provide effective people management; Capture available data from source documents as requested; Process information and data from a 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-annual and annual basis for the Division; Verify the data obtained from sources (sub-offices); Apply standing instructions, policies and procedures/guidelines for the generated reports; Indirectly oversee the monthly submission of data by court administration personnel and project members of relevant projects in the Division.
- ENQUIRIES APPLICATIONS** : Ms N Biko for Grahamstown Tel no: (043) 702 7000
: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9065, East London, 5200. Application can also be hand delivered to the Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Chislehurst, East London.
Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X22149, Nelspruit, 1200. Application can also be hand delivered to the Office of the Chief Justice Service Centre, 30 Brown Street, 4th floor, Nedbank Centre Building, Nelspruit. Enquiries: Mr H Hlophe for Nelspruit Tel no: (013) 753 9308
Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X54372, Durban, 4000. Application can also be hand delivered to the Office of the Chief Justice Service Centre, 3rd floor, 2 Devonshire place, off Anton Lembede street (Smith Street, Durban. Enquiries: Ms L Marrie Tel no: (031) 372 3167
- POST 35/36** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2017/45/OCJ**
(Re-Advert)
- SALARY** : R334 545 - R 394 064 per annum. The successful candidate will be required to sign a Performance Agreement.
- CENTRE** : National Office: Mirand
- REQUIREMENTS** : National Diploma in Management Services / work study or post matric qualification equivalent to NQF level 6 and certificate in Management services / work study; 3 -

5 years relevant experience; A valid driver's licence; Sound knowledge of the Job evaluation system applicable to the Public Service Legislation, regulations, policies, processes and systems management service techniques, organisational design principles, human resource planning, change management, Batho Pele revitalisation strategy and consulting; knowledge of JE implementation on Persal; Continuous improvement; customer focus and responsiveness; problem solving skills; team participation, project management skills, interviewing skills; analytical skills, planning and organizing skills. Ability to work independently and meet deadlines; ability to attend to detail and ensure correctness of information; computer literacy (word, power point, excel vision).

DUTIES : Develop, manage and maintain sound and effective organizational structures in alignment with the strategic objectives of the Department; Coordination of Job Profiles and Job descriptions to ensure that they are in line with the departmental structures and functions; analyse and grade jobs according to the job evaluation system; ensure effective and efficient utilization of sources by the department; facilitate and coordinate Human Resource Planning in the Department; Initiate and conduct research into best business practices, benchmarks and management services approaches

ENQUIRIES APPLICATIONS : Ms L Mothemane Tel no: (010)493 2500
: Quoting the relevant reference number, direct your application to: The Director, Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Application can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, Midrand

POST 35/37 : **EVENTS COORDINATOR REF NO: 2017/46/OCJ**

SALARY : R334 545 – R 394 065 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: A National Diploma in Events Management from an accredited institution or equivalent qualification; A minimum of three years' experience in providing logistical support to facilitators and trainers and establishing, managing a filing system; an understanding of the South African criminal Justice Sector, especially Judiciary; A valid driver's licence Advanced computer literacy; good reporting and writing skills; ability to work under pressure; good networking and communication skills, excellent logistical support; basic financial management support; problem analysis and solving; knowledge management.

DUTIES : Source venue for training, seminars and educational programmes; initiate travel arrangements of the delegates and facilitators as per approved programme and inform them timeously; copy and package material for the programme; conduct ushering services at SAJEL events, collate the evaluation; information after every event and submit to management; prepare training and consolidated evaluation reports after each event; ensure that all training documents comply with records management policy and perform other duties as directed.

ENQUIRIES APPLICATIONS : Ms L Mothemane Tel no: (010) 493 2500
: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag X10 Marshalltown, 2107 OR Hand deliver to No188, 14th Road Noordwyk, Midrand

NOTE : All members of race groups are encourage to apply.

POST 35/38 : **STATISTICAL OFFICER REF NO: 2017/70/OCJ**

SALARY : R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court of Appeal
: 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Mothemane Tel no: (010) 493 2500 Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 OR Hand deliver to No188, 14 th Road Noordwyk, MIDRAND
<u>POST 35/39</u>	:	<u>REGISTRAR 5 POSTS</u>
<u>SALARY</u>	:	MR3 -MR5 R226 227 – R818 301 per annum, salary will be determined in accordance with experience as per OSD. Applicants must attach service certificates for the determination for the salary with the application. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Grahamstown High Court Ref No: 2017/60/OCJ Durban High Court Ref No: 2017/61/OCJ Western Cape High Court (Cape Town) Ref No: 2017/62/OCJ Thohoyandou High Court Ref No: 2017/63/OCJ (Re-Advert) Bloemfontein High Court Ref No: 2017/64/OCJ
<u>REQUIREMENTS</u>	:	An LLB degree or equivalent qualification; Valid Driver's license; At least 2 years appropriate post qualification legal experience; Numerical Skills; Office Management; Conflict Resolution Management; Computer Literacy ; Communication; Leadership and Management; Interpretation of Acts and Regulations; Negotiation; Motivation; stakeholder relations Management; Self-and Stress Management; Accuracy and attention to detail, Ability to work under pressure; ability to work independently and meet deadlines, professional appearance and conduct.
<u>DUTIES</u>	:	Co-Ordination of Case Flow Management Support processes to the Judiciary and prosecution; Issue all processes initiating court proceedings; Co-ordinate interpreting services, Appeals and reviews; process unopposed divorces and facilitation of Pre-Trial conferences; Check Criminal Record books; Consider judgement by default; appointments of sheriffs of the court on 'ad hoc' basis; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision of subordinates and of their evaluation of their performance; Any other official duties assigned by relevant stakeholders; provide practical training and assistance to the clerk of the court; Ensure annotation of relevant publications, codes, acts and rules; give attention to and execute requests from the judiciary in connection with cases and other case related matters; exercise control over case records as well as the record room and deal with the files in terms of the archived codes and act; submission of returns to the court manager and the department; implement rules and procedures and practise s and costs periodically incorporation with the JP and Court manager and the Judiciary; handle taxation and taxing master including any reviews; process and grant judgements by default; manage the civil section including divorce cases; assist the public with court procedures; process reviews and appeals (civil and criminal) attend or oversee to general public queries or correspondence; attend to judicial support functions; issue/keep/check and analyse court statistics; issue court order or letters to attorneys; safe keeping of records; attend to office management; planning and organisation.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Office of the Chief Justice Service Centre, No.3 Philip Frame Road, Chislehurst, East London or The OCJ Provincial Head, Private Bag X9065, East London, 5200. Enquiries: Ms P Biko for Grahamstown Tel no: (043) 702 718/9

Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X54372, Durban, 4000. Application can also be hand delivered to the Office of the Chief Justice Service Centre, 3rd floor, 2 Devonshire place, off Anton Lembede street (Smith Street. Durban. Enquiries: Ms L Marrie for Durban Tel no: (031) 372 3167

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X9020, Cape Town, 8000. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town. ENQUIRIES: Ms L Adams for Western Cape Tel no: (021) 469 4000

Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700. Application can also be hand delivered to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699. Enquiries: Mr J Maluleke for Polokwane Tel no: (015) 230 4000/4035

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301. Enquiries: Ms M Luthuli for Bloemfontein (051) 406 8191

POST 35/40

JUDGES SECRETARY 3 POSTS

SALARY

: R226 611 – R 266 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Local Division Johannesburg Ref No: 2017/72/OCJ
Durban High Court Ref No: 2017/73/OCJ
Bloemfontein High Court Ref No: 2017/74/OCJ

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, Confidentiality and time management; customer care service skills, computer literacy, research capabilities, excellent typing skills.

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.

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, Enquiries: Ms S Mnisi for Johannesburg Tel no: (011) 335 0284

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, DURBAN, 4000. For the attention of: Mrs L Marrie. Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street Enquiries: Ms L Marrie for Durban (013) 372 3167

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301, Enquiries, Ms M Luthuli for Bloemfontein Tel no: (051) 406 8191

POST 35/41

SENIOR COURT INTERPRETER 5 POSTS

SALARY

: R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Bisho High Court Ref No: 2017/75/OCJ
Bloemfontein High Court: Ref No 2017/76/OCJ
Durban High Court Ref No: 2017/77/OCJ
Mahikeng High Court Ref No: 2017/67/OCJ

REQUIREMENTS

: Western Cape (Cape Town) High Court Ref No: 2017/68/OCJ
Grade 12 or equivalent qualification; Two year Diploma in Interpreting (NQF level 5); Three to five years practical experience which includes lower court experience; Proficiency in two or more indigenous languages and knowledge of the following languages, English, Afrikaans, Isindebele, Isizulu, ISiSwati, Sesotho, Sepedi, Setswana and Isixhosa. A valid driver's licence. 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.

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X9020, Cape Town, 8000. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town. Enquiries: Ms L Adams (021) 469 4000, Enquiries: Ms M Baker for Cape Town Tel no: 021-469 4000

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. For the attention of: Mrs L Marrie. Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street, Enquiries: Ms L Marrie for Durban (013) 372 3167

Quoting the relevant reference number, direct your application to: Office of the Chief Justice Service Centre, No.3 Philip Frame Road, Chislehurst, East London or The OCJ Provincial Head, Private Bag X9065, East London, 5200, Enquiries: Ms P Biko for Bisho Tel no: (043) 702 718/9

Office of the Chief Justice Service Centre, Private Bag X20612, Bloemfontein,9300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301. Enquiries: Ms M Luthuli for Bloemfontein Tel no: (051) 406 8191

Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X2033, Mmabatho, 2735 OR hand deliver to: 22 Molopo Road, Ayob Gardens: Mahikeng, Enquiries: Mr ML Moetanalo for Mahikeng Tel no: (018) 397 7064

<u>POST 35/42</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: REF 2017/58/OCJ</u>
<u>SALARY</u>	:	R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga High Court: Nelspruit
	:	Grade 12 or equivalent qualification; 3 years relevant experience in all functions of Human Resource Management within the public sector; Supervisory experience will be an added advantage; Extensive knowledge of PERSAL and HR utilization will be an advantage; A valid code 08 driver's licence will be an added advantage. Computer literacy; Knowledge of the relevant Human Resource Management Legislation/Directives; Knowledge of Persal System; Good communication skills written and verbal); Planning and organizing skills; Problem solving skills; Supervisory and leadership skills; Sound Interpersonal skills; Time management; Confidentiality; Ability to work under pressure
<u>DUTIES</u>	:	Supervise plan and coordinate the activities of the HR offices, to contribute to the rendering of, a professional Human resources management services, example personnel development performance management and discipline and ensure quality of work, supervise the implementation and maintenance of human resource management practises concerning service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension etc) and HR provisioning, recruitment and selection, transfer, verification of qualifications, Recruitment and Selection, abortions, probations etc. Address HR admin enquiries, to ensure the correct implementation of HR management practises; inform guide and advise the Department on HR admin matters to enhance the correct implementation of HR management practises; Persal Related matters, Report on HR matters and Statistics
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. H Hlophe Tel no: (013) 753 9307
	:	Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X11249, Nelspruit, 1200. Application can also be hand delivered to the Office of the Chief Justice, 30 Brown Street, 4 th Floor, Nedbank Centre Building, Nelspruit.
<u>POST 35/43</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: 2017/80/OCJ</u>
<u>SALARY</u>	:	R226 611 – R 266 943 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	A National Diploma in Office Management or equivalent with 3 years relevant experience OR Grade 12 with 5 years relevant experience; A valid driver's licence Sound knowledge of office and document practises and an advanced application of MS office: ability to work independently and meet deadlines; Attention to detail and ensure the correctness of data or information; project administration, communication; problem solving.
<u>DUTIES</u>	:	Manage the office of the CFO, document management; secretarial support and document management; provide technical support to the CFO; co-ordinate corporate support services in the unit; management and properly direct incoming documents to the CFO; handle outgoing documents/notes/instructions on behalf of the CFO, responsible for special assistance with project implementation in the unit; management project schedules in the unit, responsible for procurement; compliance checks on behalf of the CFO; attend meetings 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
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Mothemane Tel no: (010) 493 2500
	:	Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 OR Hand deliver to No188, 14 th Road Noordwyk, Midrand

POST 35/44 : **SECRETARY TO THE PROVINCIAL HEAD REF NO: 2017/65/OCJ**

SALARY : R152 862 – R180 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga High Court: Mpumalanga

REQUIREMENTS : Grade 12 or equivalent qualification, Experience in in secretarial and office management; Added advantage, a Secretarial qualification, knowledge and experience in the financial environment and a valid driver's licence. Candidates will be subjected to a typing test in order to demonstrate their typing and computer skills. Interpersonal relations; Computer literacy; Good communication skills (written and verbal); Planning and organization; Ability to work under pressure; Accuracy and attention to detail; Research, problem solving; Assertiveness to interact at all levels

DUTIES : Administer an on-line and physical diary of the Director: Court Operations; Manage information and data on behalf of the Director: Court Operations; Plan and schedule day to day tasks of the Director; Court Operations; Manage telephone calls and convey messages; Organize meetings/workshops/conferences and functions; Draft coherent submission, executive reports, memorandum and letters; Type and edit correspondence; Receive and attend visitors; Serve refreshments to visitors and/or at identified meetings as indicates by the Director: Court Operations; Handle travel arrangements e.g. passports and visas, accommodation, flight tickets, Subsistence and travel claims, money exchange and other tasks as directed by the Director: Court

ENQUIRIES : Mr. H Hlophe Tel no: (013) 753 9307

APPLICATIONS : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X11249, Nelspruit, 1200. Application can also be hand delivered to the Office of the Chief Justice, 30 Brown Street, 4th Floor, Nedbank Centre Building, Nelspruit.

POST 35/45 : **ACCOUNTING CLERK REF NO: 2017/79/OCJ**

SALARY : R152 862 – R180 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga High Court: Mpumalanga

REQUIREMENTS : Grade 12 with Mathematics and or Accounting as a subject; At least one (1) years relevant experience; Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) will be an added advantage. Interpersonal relations; Numeracy; Computer literacy; Good communication skills (written and verbal); Planning and organization; Ability to perform routine tasks; Accuracy and attention to details.

DUTIES : Render Financial Accounting transactions (Receive invoices, Check invoices for Correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents, and Collection of cash. Perform Salary Administration support services (Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.), File all documents. Perform Bookkeeping support services (Capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions, Compile journals).

ENQUIRIES : Mr MH Hlophe Tel no: (013) 753 9307

APPLICATIONS : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X11249, Nelspruit, 1200. Application can also be hand delivered to the Office of the Chief Justice, 30 Brown Street, 4th Floor, Nedbank Centre Building, Nelspruit.

POST 35/46 : **ADMINISTRATION CLERK (DCRS) REF NO: 2017/34/OCJ**

SALARY : R152 862 – R180 063 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Durban High Court

REQUIREMENTS : Grade 12 or equivalent Qualification; 0-2 year’s relevant experience; Skills and Competencies: Computer Literacy; Ability to work under pressure; Attention to detail; excellent numerical skills.

DUTIES : Render general clerical support services; Provide personnel administration clerical support services within the components; Management and control of Court records including filing; Filing of civil processes and criminals matters, including Appeals; Keeping and compiling of statistics; Check and issue various court documents; Compile Court rolls and check files for completeness / correctness; Assist with court recordings; Assist in the filing and safekeeping of recorded cases; Perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and/ or Registrar.

ENQUIRIES : Ms L Marrie Tel no: (031) 372 3167

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to Office of the Chief Justice, Human Resource Management, 3rd Floor, 2 Devonshire place, off Anton Lembede Street (Smith Street), Durban, 4000.

FOR ATTENTION : Ms L Marrie