

OFFICE OF THE CHIEF JUSTICE

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:



- APPLICATIONS** : Gauteng And Labour Court: 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, Office of the Chief Justice Provincial Service Centre, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335-0404
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 Luthui (051) 406 8191
National Office: Midrand: 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: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand. Enquiries: Ms. L Mothemane (010) 493 2500
Durban: 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, 1st floor, 2 Devonshire place, off Anton Lembede Street. Enquiries: Ms L Marrie (013) 372 3167
- CLOSING DATE** : 10 November 2017
- NOTE** : The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply
Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis 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). 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. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

MANAGEMENT ECHELON

- POST 43/20** : **DIRECTOR: BUSINESS SYSTEMS AND APPLICATIONS (3 YEAR CONTRACT), REF NO: 2017/191/OCJ**
- SALARY** : R 948 174.00 – R 1 116 918.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a Degree in Information Technology, 5 years' experience in middle management within the field of business/systems analysis and application development; A valid driver's license. Skills and competencies: Change Management, financial management, programme management and knowledge management, problem solving and analysis, analytical thinking, good presentation skills, strategic capabilities, good report writing and good communication skills, analyze and identify key business needs in concept phase and translate them into high level requirements and business cases,

DUTIES : extensive knowledge of enterprises architecture and planning and business processes management.
 Engage with stakeholders to solicit business requirements from broader OCJ Users; Develop business cases for new solutions; Business requirement analysis and management; Consultation with business stakeholders to ensure understanding of key business processes and operations across the OCJ for enablement by ICT; Partner with business to manage the prioritization of requests and business solutions. Architecting business solutions for the OCJ's business processes; Ensure prioritization of solutions based on benefits, business impact and available funding and resource capacity for ICT; Participate in forums to represent the Branch; Work with business partners to innovate and modernize OCJ departmental business processes including the courts; Ensure innovative ideas are translated into practical ICT solutions in line with business requirements; Collaborate with business stakeholders to maintain a roadmap to identify future capabilities, automation opportunities, and enabling technologies; Ensure that applications and Information systems meets business requirements; Manages the design, development and implementation of applications and business solutions, document and automate key business processes. Manage the court modernization program. Develop weekly, monthly and quarterly plans and reports.

OTHER POSTS

POST 43/21 : **DEPUTY DIRECTOR: INFORMATION SECURITY (3 YEAR CONTRACT), REF NO: 2017/193/OCJ**

SALARY : R657 558 – R774 576. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 Grade 12 and a 3 Year Degree or National Diploma in IT or Equivalent in Information Security. The candidate must possess the following certifications: CISSP or CISM or CASP, have at least 5 years IT Security experience, including IT Policy Development & Administration. The candidate will be required to have working knowledge and experience with ISO27001. A valid driver's licence. Attributes: Knowledge of Public Service Regulations, Good presentation skills, Analytical thinking, good understanding of critical IT threats, be forward-thinking in driving innovative solutions & passionate about tech security, Listening skills, Good report writing and communication skills and Problem solving skills

DUTIES : The incumbent will be responsible for defining, operating and monitoring a system for information security management including the development and Implementation of the Information security program. Develop and coordinate the Information Security risk treatment plan. Monitor and review the Information security management program. Coordinate and manage end-point security. Coordinate and manage network and connectivity security. Protect against malware. Coordinate and manage user identity and logical access. Coordinate and manage physical access to IT assets. Monitor the IT infrastructure for security related events. Coordinate Disaster Recovery and IT continuity plans. Liaise with external service providers, security experts and advisors. Direct the design of security systems. Champion and educate the organization about the latest security strategies and technologies. Schedule periodic security audits. Quantify the risks of different IT architectures, and then communicate to other executives on how to manage that risk. Overseeing the management of the IT security and Risks, giving leadership to the team and developing staff. Act as the IT risk champion. Coordination of technical controls defined within the Information Security Management Framework or program. Develop weekly, monthly and quarterly plans and reports.

POST 43/22 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY SERVICES MANAGEMENT (3 YEAR CONTRACT), REF NO: 2017/192/OCJ**

SALARY : R334 545.00 – R394 065.00 plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 Grade 12 and a 3 year National Diploma in Information Technology, 3 years' experience in IT Service Management of which 2 years should be at supervisory; a valid driver's license; an ITIL and CobiT certification, ITIL expert certification will serve as an advantage. Skills and competencies: Desktop and systems support, IT Project Management, IT Change Management, Accepting

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| <u>DUTIES</u> | : | responsibility, financial management, problem solving and analysis, interpersonal relationship, innovation, Service delivery innovation. Facilitate and coordinate the provision of IT requests and Support services, facilitate the IT incident management processes, monitor assigned incidents and ensure that SLA targets are met, ensure user requests are logged and recorded, resolving incidents within then required response and resolution times, act as a single point of contact for all IT services and requests, ensure that incidents and problems logged are resolved by team members; escalate unresolved problems to management, monitor the call resolutions by the technical team in line with SLA, monitor assigned incidents and problems then alert the technical teams to avoid SLA violations, conduct bi-annual user satisfaction surveys and provide feedback to improve IT services, develop weekly, monthly and quarterly plans and reports. |
| <u>POST 43/23</u> | : | <u>CONTRACT LAW RESEARCHER: (2 POSTS) REF NO: 2017/196/OCJ</u> |
| <u>SALARY</u> | : | R334 545.00 – R394 065.00 plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Gauteng Local Division: Johannesburg |
| <u>REQUIREMENTS</u> | : | Grade 12 and an LLB Degree or equivalent legal qualification. A minimum of 3 years relevant research experience, knowledge of electronic information resource and online retrieval (e.g My LexisNexis, Jutastat etc.) and a valid driver's license. Skills and competencies: Job Knowledge; Excellent communication skills (verbal and written); proven ability to analyze and conceptualize policy and to apply policy successfully; Interpretation of law; Legal writing/ drafting/ legislative drafting skills; Computer literacy (MS word, PowerPoint, Outlook and internet etc.); Research skills; Presentation skills; Problem solving; Interpersonal relations; Planning; Creative and analytical thinking; Customer service orientation; Ability to work under pressure and meet deadlines; Assertiveness and decisive where appropriate; Professionalism; Ability and willingness to learn; Understanding confidentiality in Government; Strong interpersonal relations; Decision making. |
| <u>DUTIES</u> | : | 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 at 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 that 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. Develop weekly, monthly and quarterly plans and reports. |
| <u>POST 43/24</u> | : | <u>JUDGES SECRETARY (5 POSTS) (3 YEAR CONTRACT)</u> |
| <u>SALARY</u> | : | R 226 611.00 – R 266 943.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Gauteng Local Division Johannesburg REF NO: 2017/197/OCJ (2 POSTS) Labour And Labour Appeals Court Johannesburg REF 2017/198/OCJ (2 POSTS) RE-ADVERT Durban High Court) |
| <u>REQUIREMENTS</u> | : | Grade 12:, experience as a Judges Secretary or relevant experience; 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 or equivalent, 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; Skills and Competencies: Good communications skills (verbal and written), 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 (MS Word), research capabilities, excellent typing skills. |
| <u>DUTIES</u> | : | 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.