

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : National Office: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand
Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg.
Eastern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London
Western Cape: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.
Bloemfontein: Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, BLOEMFONTEIN, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets,
CLOSING DATE : 13 April 2018
NOTE : 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.

OTHER POSTS

- POST 13/33** : **ASSISTANT DIRECTOR: PROFESSIONAL INTEGRITY AND ETHICS PROMOTION: REF NO: 2018/120/OCJ**
- SALARY** : R334 545. – R394 065 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and relevant tertiary qualification (3 year Diploma/ Degree in Professional Ethics, Public Management and Administration or equivalent; A minimum of three (3) years' experience in Professional Ethics; of which two years' should be practical experience of Integrity and Ethics; two years supervisory will be an added advantage; Knowledge and experience of Anti-corruption initiatives in the public service; Operational(practical) knowledge of financial disclosure system (e-disclosure system); Knowledge of Professional Ethics infrastructure in the public service; Ability to conduct research to compile reports based on good governance legislation, especially, the extent to which it relates to Professional Ethics; No criminal record; A Valid driver's licence. Skills and competencies: Presentation skills; Planning and organizing, Knowledge of relevant legislatures related to management, Ethics Fraud and anti-corruption, Client orientation and customer focus, results/quality

management, Problem solving and analysis, Service delivery innovation, knowledge of financial disclosure system (e-disclosure system); Operational knowledge of MS Office (Word, Excel and Outlook) and Analytical skills for report writing.

DUTIES : The incumbent will be required to assist with the development and implementation of integrity & ethics management strategy and plan for the department. Monitoring and evaluating delivery against ethics and anti-corruption plans. Conduct ethics and integrity awareness sessions for the department. Conduct research on Anti-Corruption initiatives and Professional Ethics to inform policy development. Conduct research on the Professional Ethics infrastructure in the public service. Provide advice and prepare reports on Professional Ethics and Anti-Corruption instruments to key stakeholders. Provided the system administration functions of the financial disclosure system (e-disclosure), Provide support to the Departmental Ethics Committee. Ms L Mothemane (010) 493 2500.

ENQUIRIES

POST 13/34

CONTRACT PERSONAL ASSISTANT TO THE CEO: SAJEI (CONTRACT VALID UNTIL 31 DECEMBER 2018) REF NO: 2018/116/OCJ

SALARY

R226 611. – R266 943 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

National Office: Midrand

REQUIREMENTS

Grade 12 and an appropriate National Diploma (NQF 6) or equivalent qualification in Office Management with 3 to 5 years appropriate experience as a Personal Assistant / or Grade 12 with 3 to 5 years appropriate experience as a Personal Assistant; Valid driver's licence; Own transport will be an added advantage; Sound knowledge of office and document management practices; Advanced application of MS Office Applications; Ability to work independently and meet deadlines; Ability to attend to detail and to ensure the correctness of data / information; Financial Administration and Communication.

DUTIES

Manage the office of the CEO including diary coordination; Secretarial support and document management; Provide technical support to the CEO in his/her capacity as Budget Programme Manager of the Unit; Provide secretarial support to the management structures; Supervise and coordinate shared secretarial support services provided to senior managers in the Unit; Coordinate corporate support service activities for the Unit. Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the CEO.

ENQUIRIES

Ms L Mothemane (010) 493 2500.

POST 13/35

CONTRACT JUDGES SECRETARY (3 POSTS) (3 YEAR CONTRACT), REF NO: 2018/119/OCJ

SALARY

R226 611. – R266 943 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

Free State High Court

REQUIREMENTS

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.

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 M Luthuli (051) 406 8191
- POST 13/36** : **CONTRACT REGISTRAR'S CLERK: CASE FLOW MANAGEMENT (CONTRACT VALID UNTIL 31 MARCH 2019) (5 POSTS)**
- SALARY** : R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
- CENTRE** : High Court Grahamstown Ref No: 2018/111/OCJ
High Court Port Elizabeth Ref No: 2018/112/OCJ
Western Cape Division: Ref No: 2018/113/OCJ
Gauteng Division, Pretoria: Ref No: (2 Posts) 2018/114/OCJ
- REQUIREMENTS** : Grade 12 or equivalent qualification; 0 – 2 years administration experience. Skills and competencies: computer literacy; excellent communication (verbal and written); interpersonal relations; accuracy and attention to detail.
- DUTIES** : Filing of civil processes; Render counter services; act as liaison between judges and legal practitioner; Attend and oversee to general public queries; Attend to telephone/ electronic official enquiries/correspondence; rendering of efficient and effective support service to the Court; render support services to case flow management; Manual Data collection, capturing, monitoring and control; Provide administration support in the Registrar's office (general office and case flow management); Provide any administration support as required by the judiciary, Chief Registrar, Court Manager and / or Supervisor; Assist in the filling and safekeeping of the recorded cases; Uploading and updating case information on registrar's tool.
- ENQUIRIES** : Eastern Cape: Mr S Mponzo (043) 7265217.
Western Cape: Ms M Baker (021) 469 4000
Gauteng: Ms T Mbalekwa (011) 335-0404
- POST 13/37** : **CONTRACT TYPIST: CASE FLOW MANAGEMENT (CONTRACT VALID UNTIL 31 MARCH 2019) REF NO: 2018/115/OCJ**
- SALARY** : R127 851 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Division, Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification with typing certificate; Two years relevant experience; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; shortlisted candidates will be required to pass a typing test. Skills and Competences; Computer Literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure
- DUTIES** : Type reports; General correspondence; Answer telephone and take messages; and any other administration duties.
- ENQUIRIES** : Ms T Mbalekwa (011) 335-0404
- POST 13/38** : **CONTRACT ADMINISTRATION CLERK: LEGAL SERVICES (CONTRACT VALID UNTIL 31 MARCH 2019) REF NO: 2018/117/OCJ**
- SALARY** : R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12; a legal qualification will be an added advantage; Sound knowledge of office and document management practices; Advanced application of MS Office Applications; Ability to work independently and meet deadlines; Ability to attend to detail and to ensure the correctness of data / information; Financial Administration and Communication.

DUTIES : Assist legal services unit in day to day administrative tasks; secretarial support and document management; management and appropriately direct all incoming correspondence for the unit and handle on behalf of the Head: Legal; provide secretariat support to the management structures; organise and maintain the filing system; files and records; Provide administrative support to managers in the unit; arrange and coordinate meetings within the staff and with the staff and client; manage stationary, office supplies and equipment; coordinate corporate support service activities for the legal unit

ENQUIRIES : Ms L Mothemane (010) 493 2500.

POST 13/39 : **FOOD AID SERVICE: REF 2018/118/OCJ (CONTRACT VALID UNTIL 31 MARCH 2019)**

SALARY : R107 886 – R127 086 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Adult Basic Education and Training Course Level 4/ Grade 10, Two (2) Years appropriate experience and relevant knowledge as a Food Aid; Previous experience in hospitality environment will serve as an advantage; Good verbal communication skills and must be highly responsible with good work ethic

DUTIES : Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu; Ensure that cutlery and condiments are available on the table; Ensure that water and juice jugs are clean and always refilled; Assist in preparing, serving and storing food; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duty assigned to you by the Supervisor

ENQUIRIES : Ms T Mbalekwa (011) 335-0404