

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** : Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.
- CLOSING DATE** : 18 May 2018
- 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). 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. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. 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 18/24** : **SENIOR COURT INTERPRETER REF NO: 2018/148/OCJ**
- SALARY** : R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Middelburg High Court
- REQUIREMENTS** : Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver's license will be an added advantage. Knowledge of any foreign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Ability to work under pressure
- DUTIES** : Render Interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court records; Develop terminology; Coin words; Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
- ENQUIRIES** : Ms P Khoza Tel No: (013) 7539337
- POST 18/25** : **REGISTRAR REF NO: 2018/149/OCJ**
- SALARY** : (MR3 to MR5) R226 227 - R433 632 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Middelburg High Court
- REQUIREMENTS** : Grade 12 and an LLB Degree or equivalent qualification; 2- 8 years' post qualification legal experience; a valid driver's license. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning,

- Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management
- DUTIES** : 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 their performance evaluation process; 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; 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.
- ENQUIRIES** : Ms P Khoza Tel No: (013) 7539337
- POST 18/26** : **JUDGES SECRETARY REF NO: 2018/150/OCJ**
- SALARY** : R226 611 - R266 943 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Middelburg High Court
- REQUIREMENTS** : Grade 12 or equivalent qualification; 3 years secretarial experience; 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; 2 to 3 years legal experience. Knowledge of law and legal terminology, will serve as an added advantage. The ability to do Dictaphone typing. Typing 35 wpm; A valid driver's license. Skills and competencies: Proficiency in English and Afrikaans; Computer Literacy (MS Word); good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Good customer service orientated; assertiveness and decisiveness' Attention to detail and accuracy; Initiative; Ability to remain calm under pressure; Research capabilities.
- 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 P Khoza Tel No: (013) 7539337
NOTE : Shortlisted candidates will be required to pass a typing test

POST 18/27 : **REGISTRAR'S CLERK (2 POSTS)**

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

CENTRE : Middelburg High Court, Ref No: 2018/151/OCJ (1 Post)
Mbombela High Court, Ref No: 2018/152/OCJ (1 Post)

REQUIREMENTS : Grade 12 or equivalent Qualification; Computer Literacy; Experience in Clerical/ administration functions will be an added advantage. Skills and competencies: Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.

DUTIES : Render support services to case flow management; Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, Issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters ; Act as a liaison between judges and legal practitioners ; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings ; Prepare and send case to transcribers for appeal and review purposes ; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public ; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.

ENQUIRIES : Ms P Khoza Tel No: (013) 7539337

POST 18/28 : **ADMINISTRATION CLERK: DCRS REF NO: 2018/153/OCJ (2 POSTS)**

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

CENTRE : Middelburg High Court

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Record; organise; store; capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES : Ms P Khoza Tel No: (013) 7539337

POST 18/29 : **ADMINISTRATION CLERK REF NO: 2018/154/OCJ**

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

CENTRE : Middelburg High Court

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer literacy; Planning and organisation; Language; Good verbal and written communication.

DUTIES : Render general clerical support services; Provide supply chains management services ;Provide personnel administration support services ; Provide financial administration support services in the component, Perform record management functions; Capture, retrieve correspondence and data (line function). Update

ENQUIRIES

registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component.
: Ms P Khoza Tel No: (013) 7539337