

## 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 representativity (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 representativity within the Department. Women and People with Disabilities are encouraged to apply.*

- APPLICATIONS** : **National Office Midrand and Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.  
**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.  
**Supreme Court of Appeal and Bloemfontein High Court:** 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.  
**North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.  
**Northern Cape:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107, Kimberley.
- CLOSING DATE** : 10 August 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](http://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 30/22** : **CONTRACT SERVICE DELIVERY OFFICER: REF NO: 2018/250/OCJ**  
(Contract Valid Until 31 March 2019)
- SALARY** : R242 475 - R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office (Midrand) :	An appropriate National Diploma /Bachelor's Degree in Public Administration or equivalent qualification on NQF level 6; 1- 3 years' relevant experience; Experience in Service Delivery Improvement environment; Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service; Knowledge on policy development; Knowledge of the Public Service Operations Management Framework A valid driver's licence. Skills and Competencies: Good communications skills (verbal and written); Computer literacy (Excel, Word and PowerPoint); Knowledge and understanding of Service Delivery Improvement Programmes; Understanding and knowledge of Batho Pele Principles; Financial Management skills; Strategic leadership capability; Project management skills; People and resource management skills; Research and development expertise; Strategic change and risk management; Presentation and facilitation skills; Ability to network; Influence and impact; Applied strategic thinking; Stakeholder management; Planning and Organising skills; Customer care skills.
<b><u>DUTIES</u></b>	:		Support in the implementation of norms and standards in rendering Service Delivery programmes; Support Strategy and Service Delivery Unit with the roll-out of a customer service improvement tool; Support the Strategy and Service Delivery Unit with the coordination of Batho Pele information sessions for all Superior Courts; Assist the Strategy and Service Delivery Unit with the monitoring and evaluation of the Service Delivery Improvement Plan( SDIP), Service Standards, Service delivery Charter and Customer Service Improvement Plan implementation.
<b><u>ENQUIRIES</u></b>	:		Ms L Mothemane Tel No: (010) 493 2500
<b><u>POST 30/23</u></b>	:		<b><u>CONTRACT ADMINISTRATIVE OFFICER (CONTENT WRITER) REF NO: 2018/251/OCJ</u></b> (Contract Valid Until 31 March 2019)
<b><u>SALARY</u></b>	:		R242 475 - R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office (Midrand) :	National Diploma/Degree in Journalism/communication; Proficiency in at least two official languages; A valid driver's licence Skills and Competencies :Good Communication (written and verbal) skills; Experience in writing of varied platforms preferred; Creative yet conceptual approach to content producing; Innovative outlook on generating ideas or content creation; Project management; Ability to work under pressure; Proficient in MS Office programs, (word, excel and power point);Excellent interpersonal and communications skills; Ability to work on multiple projects; Attention to details, strong research skills, fluent in English written and spoken.
<b><u>DUTIES</u></b>	:		Finding newsworthy content that resonates with audience; Quick turn-around on sourcing; Researching and writing engaging content for variety of topics; Brainstorming and writing of informative content and original feature articles; Plan, research, write, review, and edit copy for publishing; Keep up to date of trends to develop fresh new ideas by benchmarking; Ability to deliver content on time and meet deadlines; Able to work in a team and independently.
<b><u>ENQUIRIES</u></b>	:		Ms L Mothemane Tel No: (010) 493 2500
<b><u>POST 30/24</u></b>	:		<b><u>CONTRACT ACCOUNTING CLERK: (X4 POSTS)</u></b> (Contract Valid Until 31 March 2019)
<b><u>SALARY</u></b>	:		R163 563 - R192 666 per annum plus 37%in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:		National Office: Midrand (Financial Accounting) Ref No: 2018/252/OCJ (X3 Posts) Grahamstown High Court Ref No: 2018/253/OCJ (X1 Post)
<b><u>REQUIREMENTS</u></b>	:		Grade 12 or equivalent qualification. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Accuracy, Planning and organisation; Language; Good verbal and written communication. Basic numeracy skills, Ability to perform routine tasks; Accountability and ethical conduct

- DUTIES** : Render Financial Accounting transactions (Receive invoices and record on invoice register; check and capture transactions on BAS, compile payment batches and verify for correctness approval (internal control), Filing of all documents, Monitor compliance with 30 days payment; Perform Salary Administration support services (Receive claims, salary advices); Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions and allowances etc.). File all documents; Perform Bookkeeping support services (capture all financial transactions, assist to clear suspense accounts, Record debtors and creditors, follow up on outstanding debtors, Process electronic banking transactions, Compile journals); Render budget support services.
- ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500 (National Office (Midrand))  
Mr S Mponzo Tel No: (043) 726 5217 (Grahamstown High Court)
- POST 30/25** : **CONTRACT ASSET CLERK REF NO: 2018/254/OCJ**  
(Contract Valid Until 31 March 2019)
- SALARY** : R163 563 - R192 666 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Centre Western Cape
- REQUIREMENTS** : Grade 12, The following will be an added advantage; experience in Asset Management; Demonstrate a sound understanding of the PFMA; Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript; Knowledge of the Public Sector procurement process, rules and regulation; Skills and Competencies: Accuracy and attention to detail; Computer literacy (MS Office); Good communication skills (written and verbal); Good administration and organizational skills; Good Interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated
- DUTIES** : Physical verification of all movable assets + Library Books; Identify assets to be disposed and prepare submission to the Provincial Disposal Committee; Facilitate the removal of disposed assets from the premises; Retire approved assets on the JYP asset register system; Maintain a file for disposed assets; Reconcile the asset register against the scanned data; Update verification result onto the JYP system (description, custodian, location, condition and serial number) Identify, asset not recorded on the register facilitate uploading thereof; Identify, report and investigate unverified assets and advise Court Manager on corrective action to be taken; liaise with Head Office to ensure that all verification result have been successfully updated onto JYP; Monthly confirmation of the lease register; and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.
- ENQUIRIES** : Ms M Baker Tel No: (021) 469 4000
- POST 30/26** : **CONTRACT DATA CAPTURER (X3 POSTS)**  
(Contract Valid Until 31 March 2019)
- SALARY** : R163 563 - R192 666 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour Court Johannesburg Ref No: 2018/255/OCJ (X2 Posts)  
Port Elizabeth High Court Ref No: 2018/267/OCJ (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification; Computer literacy, National Diploma, Degree in Public Admin/ IT will be an added advantage; Skills and Competencies: Good communication skills; Excellent in Microsoft office software; Ability to analyze statistics, ability to work under pressure
- DUTIES** : Provide administrative support services; Capture and update data on computer; Generate spread sheets; Update the system on all data sets; Validate data (for quality purpose) to ensure correctness, completeness and consistency; Compile routine statistical information/reports; Receive, register and track records or documents submitted for further processing in the administration component of the institution; Capture routine transactions on computer such as the transfer of information from manual records to electronic documents; Provide routine and administrative maintenance services; Update and file records. Continuous updating of information on computer for reporting purposes; Retrieve information required.
- ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500 (Labour Court Johannesburg)

Mr S Mponzo Tel No: (043) 7265217 (Port Elizabeth High Court)

**POST 30/27** : **CONTRACT ADMINISTRATION CLERK: CRT REF NO 2018/257/OCJ (X3 POSTS)**  
(Contract Valid Until 31 March 2019)

**SALARY** : R163 563 - R192 666 per annum plus 37%in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Labour Court Johannesburg (X3 Posts)  
**REQUIREMENTS** : Grade 12, Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication service orientated; assertiveness and decisiveness, attention to detail; initiative; ability to remain calm, work under pressure and meet deadlines; Problem solving; Interpersonal relations;

**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 L Mothemane Tel No: (010) 493 2500

**POST 30/28** : **CONTRACT REGISTRAR'S CLERK (X5 POSTS)**  
(Contract Valid Until 31 March 2019)

**SALARY** : R163 563 - R192 666 per annum plus 37%in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division Pretoria Ref No: 2018/258/OCJ  
Eastern Cape Mthatha Ref No: 2018/259/OCJ  
Supreme Court of Appeal: Bloemfontein Ref No: 2018/262/OCJ

**REQUIREMENTS** : Grade 12; 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 T Mbalekwa Tel No: (011) 335-0404 (Gauteng Division Pretoria)  
Mr S Mponzo Tel No: (043) 7265217 (Eastern Cape Mthatha)  
Ms M Luthuli Tel No: (051) 406 8191 (Supreme Court of Appeal: Bloemfontein)

**POST 30/29** : **REGISTRAR'S CLERK (CASE FLOW) REF NO: 2018/263/OCJ**  
(Contract Valid Until 31 March 2019)

**SALARY** : R163 563 – R192 666 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Northern Cape High Court

- REQUIREMENTS** : Grade 12 or equivalent qualification; 0 - 2 administrative 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 practitioners; Attend and oversee to general public queries; Attend to telephone/ electronic official enquiries/ correspondence; Rendering of efficient and effective support services to the Court; Render support services to case flow management; Manual Data collection, capturing, monitoring and control; Provide administrative support in the Registrar's office (general office and case flow management); Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/ or Supervisor; Assist in the filing and safekeeping of the recorded cases; Uploading and updating case information on registrar's tool.
- ENQUIRIES** : Ms S Ruthven Tel No: (053) 807 2733
- POST 30/30** : **CONTRACT ADMINISTRATION CLERK (GRAPHIC DESIGNER): COMMUNICATIONS REF NO: 2018/264/OCJ**  
(Contract Valid Until 31 March 2019)
- SALARY** : R152 862 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; the following will serve as an added advantage:-design / layout experience, knowledge of graphic design software e.g. Adobe creative suite (illustrator, Photoshop and InDesign (MAC and/or PC), Web, animation and 3-D skills, experience with designing in the print industry advantages. Proficiency in at least two official language; a design portfolio should be submitted with the application of no less than 10 specimens of design work, a valid driver's licence. Skills and competencies: strong design skills; good communication (written and verbal) skills; project management; advanced computer skills; exceptional knowledge of design software; exceptional knowledge of MS Office programs (word, excel and power point), good interpersonal skills; creative thinking; ability to work in multiple projects; attention to detail and the ability to work under pressure.
- DUTIES** : Design corporate publications as well as products for events, exhibitions, and outreach activities: generate design concepts; Monitor current design trends and new technologies in the design field: attend design conferences; keep up-to-date with latest design trends by reading design publications; Facilitate quality control on all design projects: implement design projects in line with predetermined quality standards; Assemble images and graphics to create pieces of design: Facilitate access to stock images and OCJ images; Facilitate the production process for all material requiring production: Facilitate correspondence between the OCJ and service providers responsible for the production of OCJ material.
- ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500
- POST 30/31** : **CONTRACT TYPIST REF NO: 2018/265./OCJ**  
(Contract Valid Until 31 March 2019)
- SALARY** : R136 800 - R161 148 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division Johannesburg
- REQUIREMENTS** : Grade 12, relevant experience; Knowledge of Public Service Regulations will be an added advantage; Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.
- DUTIES** : Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums; Attend to queries and perform other administration duties as may be allocated from time to time.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335-0404