

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** : **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. Enquiries: Mr S Mponzo Tel No: (043) 726 5217.
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. Enquiries: Mr ML Moetanalo Tel No: (018) 397 7064.
National Office: Midrand: 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. Enquiries: Ms C Gideon Tel No: (010) 493 2500
- CLOSING DATE** : 12 October 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 39/191** : **LAW RESEARCHER REF NO: 2018/268/OCJ**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Grahamstown High Court
- REQUIREMENTS** : An LLB Degree or equivalent four year legal qualification. A minimum of 1 year post-qualification work experience in legal research; knowledge of electronic information resource and online retrieval. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy, research capabilities; Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; customer service orientated; assertiveness and decisiveness, attention to detail; initiative; ability to remain calm, work under pressure and meet deadlines; Problem solving; Interpersonal relations; Assertiveness and decisive where appropriate.
- DUTIES** : Conduct legal research as directed by the Judges; write competent research memorandums when so requested; maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court; Proofreading and citation checking of all draft judgements referred to you; prepare draft speeches and or papers for local and international conferences where so requested; Alert Judges of new developments in the law; participate in management committees of the court; provide advice to the management of the court on request.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217

POST 39/192 : **SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2018/270/OCJ**

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : An appropriate National Diploma/ Degree or relevant equivalent qualification in Internal Auditing, Risk Management, Financial Management or Compliance Management on NQF level 6; two (2) to three (3) years' experience in Enterprise Risk Management; Knowledge of Public Finance Management Act (PFMA), Public Sector Risk Management Framework, King reports, Treasury Regulations, Public Service Act, Fraud and Corruption Legislative Framework, Protected Disclosure Act, Public Service Regulation; No criminal records, A valid driver's licence. Skills and Competencies: Planning and organising; Presentation and communications; 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); Knowledge of CURA system/Barnowl and other risk software programs.

DUTIES : Facilitate workshops on Enterprise Risk Management; Assist in the secretariat functions of risk management committee; Update risk register for all units and Courts/Regions; Compiling reports for various risk reporting structures; Conduct awareness campaigns; Manage all Administrative requirements, reporting and records management, resources and correspondences of risk management subsection.

ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500

POST 39/193 : **SENIOR ADMINISTRATIVE OFFICER: ETHICS AND INTEGRITY REF NO: 2018/271/OCJ**

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : An appropriate National Diploma/ Bachelor Degree or relevant equivalent qualification, two(2) to three(3) years' experience in Fraud prevention or Integrity and Ethics; Ethics Officer Certification is desirable but not a must requirement, Knowledge of Labour relations, general public administration, Public Service Regulations, Public Finance Management Act (PFMA), Public Service Act and Treasury Regulations, Knowledge of e-disclosure system will be an added advantage, No criminal records, a valid driver's licence. Skills and Competencies: Planning and Organizing, Knowledge of relevant legislatures related to management of 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).

DUTIES : Coordinates the Integrity and Ethics Management; Coordinate e-Disclosure and provide e-discloser support to the other categories of employees; Monitor and report on the Gift Register; Monitor and report on the implementation of Remunerative work outside the Public Service; Manage all Administrative requirements, reporting and records management, resources and correspondences of integrity and ethics management subsection.

ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500

POST 39/194 : **REGISTRAR REF NO: 2018/269/OCJ**

SALARY : (MR3 – MR5) R242 064 – R867 399 per annum. (Salary will be in accordance with OSD determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : North West High Court: Mahikeng

REQUIREMENTS : A four (4) year legal qualification; 2- 8 years' post qualification legal experience, Superior Court or litigation experience will be an advantage, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy Numerical Skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills;

DUTIES

Customer service orientated; Interpersonal skills; Conflict Management; Strong Work ethic; Professionalism, ability to work under pressure and meet deadline.

: Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality Check Criminal Record books; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision and management of subordinates; Provide practical training and assistance to the registrars' clerks; Ensure annotation of relevant publications, codes, acts and rules; attend to and execute requests from the Judiciary in connection with cases and case-related matters; exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation; manage submission of statistics to the Chief Registrar; attend to taxations including reviews; process and grant judgments by default; assist the public with court procedures; process reviews and appeals (civil and criminal); attend to and oversee general public queries or correspondence; Attend to judicial support functions; issue court orders; attend to office management.

ENQUIRIES

: Mr ML Moetanalo Tel No: (018) 397 7064