

OFFICE OF THE CHIEF JUSTICE

The Office of Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** : **Eastern Cape:** Quoting the relevant reference number, direct your application to: The 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 (043) 726 5217
Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, 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. Enquiries: Ms M Baker (021) 469 4000
KwaZulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban. Enquiries: Ms L Marrie (031) 372 3164
Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301. Enquiries: Ms MA Luthuli/ Ms N De La Rey (051) 406 8100
Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaatje Drive, Room B107, Kimberley. Enquiries: Ms S Ruthven (053) 807 2733
Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335-0404
- CLOSING DATE** : 30 November 2018
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. 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 are 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 shortlisted 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 or email, will NOT be considered or accepted.

OTHER POSTS

- POST 46/32** : **LAW RESEARCHER REF NO: 2018330/OCJ**
(3 Year Contract)
- SALARY** : R356 289 – R419 679 per annum
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : A four (4) year legal qualification. A minimum of 1 years' 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 and time management skills Customer service orientated and assertiveness. Attention to detail, initiative, ability to remain calm, work under pressure and meet deadlines. Problem solving skills, maintaining positive interpersonal relations and be decisive where appropriate.

DUTIES : Conduct legal research as directed by Judges. 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. Prepare draft speeches and / or papers for local and international conferences where so requested. Alert Judges of new developments in the law.

NOTE : The successful candidate will be required to sign a performance agreement.

POST 46/33 : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2018/331/OCJ**

SALARY : R356 289 – R419 679 per annum
CENTRE : Free State Provincial Centre: Bloemfontein
REQUIREMENTS : A three year National Diploma / Bachelor Degree in Security Management or Risk Management on NQF level 6 plus a minimum of three years' experience in the security environment, Grade A State Security Agency Course, Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles; Computer Literacy; Valid driver's licence.

DUTIES : Provide security advisory services to Management and maintain security value adding consultancy; ensure implementation of the OCJ Security Policy; Development of security procedural guidelines; manage matters related to integrity management and investigate security breaches; ensure that physical security measures are in place by providing physical security infrastructure and key controls; manage contracted security service provider and ensure compliance with the service level agreement; evaluation and optimization of the implementation of appropriate security measures and procedures; the development and implementation of training and awareness programmes; ensure compliance with Occupational Health and Safety Act; interaction with security-related and relevant authorities.

NOTE : The successful candidate will be required to sign a performance agreement

POST 46/34 : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING REF NO: 2018/332/OCJ**

SALARY : R356 289 – R419 679 per annum
CENTRE : Gauteng Provincial Service Centre
REQUIREMENTS : Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; a minimum of 3 years' experience in statistical analyses; A valid driver's licence. Skills and competencies. Analytical skills; Communication skills (verbal and written); Computer skills (MS office, SPSS and SAS software); Project management; Interpersonal skills; Numerical skills; Ability to work under pressure and decision making skills.

DUTIES : Design and develop data collection system and survey instruments; Capture available data from source documents as requested; Process information and data from a specific division of the High Court; Collate, analyse and interpret statistics and prepare a report for the Judge President; Analyse data by identifying trends and patterns specific to the Division; Make recommendations based on the analysis of statistics for a specific division; Produce first line reports that are practical, accurate and reliable; create and maintain a database on a monthly, quarterly bi-annual and annual basis for the Division; Verify the data obtained from sources (sub- offices); Applying standing instructions, policies and procedures / guideline for generated reports, support and monitor performance and development of personnel. Manage budgets in line with Public Finance Management Act (and Treasury Regulations. Provide leadership, management and strategic direction.

NOTE : The successful candidate will be required to sign a performance agreement

<u>POST 46/35</u>	:	<u>STATISTICAL OFFICER REF NO: 2018/335/OCJ</u>
<u>SALARY</u>	:	R299 709 – R353 043 per annum
<u>CENTRE</u>	:	Gauteng Local Division: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; a minimum of 2 years' experience in statistical environment; a valid driver's license; Knowledge of relevant policies and strategies; Statistical analysis and reporting; Skills and Competencies: Analytical skills; Communication skills; Problem solving skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.
<u>DUTIES</u>	:	Administer data collection instruments and surveys within the Superior Court Division; Establish channels for the collection of data within the Superior Court Division; Collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court Division; Produce 1st line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the Superior Court Division; Train employees/ project members within the Superior Court Division on utilization of information.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/36</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2018/336/OCJ</u>
<u>SALARY</u>	:	R299 709 – R353 043 per annum
<u>CENTRE</u>	:	Pietermaritzburg High Court
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / Bachelor's Degree in Administration or Finance or equivalent qualification; 3 years' relevant experience in Office Administration at a supervisory level; A valid driver's license (minimum Code 8); Computer Literacy. Skills and competencies: Good communication skills (written and verbal); Good interpersonal skills; Attention to detail; Advanced computer skills (MS Office); Continual learning and information search; Public management, leadership, organisational and problem solving skills; Customer oriented; Ability to interpret and apply policy; Able to work accurately under pressure and work independently. Knowledge of the Public Finance Management Act, DFI, BAS, JYP and other applicable legislation; Knowledge of Assets, Facility and Risk Management will be an added advantage.
<u>DUTIES</u>	:	Control of Finance and Supply Chain Management. Manage finances of the office (Vote Account) including the budget; Draft and submit memorandums and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the OCJ and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Implement departmental policies; Perform any other duties as directed by the Supervisor/ Court manager or Director Court Administration.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/37</u>	:	<u>JUDGES SECRETARY REF NO: 2018/337/OCJ</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum
<u>CENTRE</u>	:	Western Cape High Court
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; 3 years secretarial experience or relevant experience. The ability to do Dictaphone typing. Typing 35 wpm. Understanding the filing system; Shortlisted candidates will be subjected to a typing test; A valid driver's license. Skills and Competencies: Proficiency in English. Computer Literacy (MS Word), good communication skills (verbal and written), Administrative and organizational skills. Problem solving and planning skills. Decision making skills, and time management skills. Good customer service orientated,

<u>DUTIES</u>	:	Assertiveness and decisiveness'. Attention to detail and accuracy. Initiative, and ability to remain calm and to work under pressure.
	:	Type (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, return case file to administration 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/her visitors and attend to their needs. Perform any other task allocated by the Judge. Comply with Departmental Policies, Prescripts and procedures or guidelines for the generated reports. Oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the Division.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/38</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2018/338/OCJ</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum
<u>CENTRE</u>	:	Northern Cape High Court
<u>REQUIREMENTS</u>	:	Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent relevant 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 or sign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Good interpersonal relations. Ability to work under pressure and solve problems. Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality, Analytical thinking, Listening skills. Time management and Ability to work under pressure.
<u>DUTIES</u>	:	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.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/39</u>	:	<u>REGISTRAR (PILOT PROJECT)</u> (Contract Valid Until 31 March 2019)
<u>SALARY</u>	:	(MR3 – MR5) R242 064 – R867 399 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience.
<u>CENTRE</u>	:	Gauteng Division: Pretoria (Contract), Ref No: 2018/333/OCJ Gauteng Local Division: Johannesburg (Contract), Ref No: 2018/334/OCJ
<u>REQUIREMENTS</u>	:	A four (4) year legal qualification; a minimum of 2 years' post qualification legal experience, Superior Court or litigation experience will be an added 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; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethic; Professionalism, ability to work under pressure and meeting of deadlines.

- DUTIES** : 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.
- NOTE** : The successful candidate will be required to sign a performance agreement.
- POST 46/40** : **REGISTRAR'S CLERK**
- SALARY CENTRE** : R163 563 – R192 666 per annum
Northern Cape High Court, Ref No: 2018/339/OCJ
Gauteng Division: Pretoria, Ref No: 2018/340/OCJ
- 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.
- NOTE** : The successful candidate will be required to sign a performance agreement
- POST 46/41** : **CONTRACT REGISTRAR'S CLERK (PILOT PROJECT) REF NO: 2018/341/OCJ**
(Contract Valid Until 31 March 2019)
- SALARY CENTRE** : R163 563 – R192 666 per annum
Gauteng Local Division
- 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** : Compile batches for payment, issue receipts and keep registers; write warrant vouchers and manage trust money and deposit account; filing of civil processes and criminal matters; render counter services; act as liaison between Judges and legal practitioners.
- NOTE** : The successful candidate will be required to sign a performance agreement
- POST 46/42** : **ADMINISTRATION CLERK REF NO: 2018/342/OCJ**
- SALARY** : R163 563 – R192 666 per annum

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Local Division: Johannesburg
	:	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.
<u>DUTIES</u>	:	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.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/43</u>	:	<u>REGISTRY CLERK REF NO: 2018/343/OCJ</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 – R192 666 per annum
	:	National Office: Midrand
	:	Grade 12 or equivalent qualification; 0-2 years relevant experience. Knowledge of registry duties, practices as well as the ability to capture data and operate computer; working knowledge and understanding of the legislative framework governing the Public Service; knowledge of storage and retrieval procedures in terms of working environment. Skills and Competencies: Good communication skills (verbal and written); interpersonal skills; flexibility; planning and organisation skills; Ability to work under pressure; computer literacy skills.
<u>DUTIES</u>	:	Provide registry counter services; attend to clients. Handle telephone enquires received; receive and register hand delivered mail/files. Handle all incoming and outgoing mail. Operate office machines in relation of the registry function. Process documents for archiving and disposal. Render an effective filing and record management services. Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / Filing plan according to regulatory framework. Record receipt, maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers and maintain various control registers.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/44</u>	:	<u>TELECOM OPERATOR REF NO: 2018/344/OCJ</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 – R161 148 per annum
	:	Mthatha High Court
	:	Grade 12 or equivalent qualification; 0-2 years' experience in the operation of switchboard. Experience in Clerical / Administrative function will be an added advantage. Skills and competencies: Interpersonal and organizational skills; Computer literacy; Ability to work under pressure and in a team.
<u>DUTIES</u>	:	Handle incoming and outgoing calls, take and convey messages; Test the switchboard consoles; Update departmental telephone directory; Record and maintain the register for security-related matters; Ensure proper maintenance of the switchboard equipment; Prepare the telephone printouts.
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement
<u>POST 46/45</u>	:	<u>TYPIST REF NO: 2018/345/OCJ</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 – R161 148 per annum
	:	Pietermaritzburg High Court
	:	Grade 12, relevant experience; Knowledge of Public 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.

NOTE

: The successful candidate will be required to sign a performance agreement