

OFFICE OF THE CHIEF JUSTICE

The Office of Chief Justice is an equal opportunity employer. In the filling of advertised posts the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, (Act 108 of 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. People with Disabilities are encouraged to apply

- APPLICATIONS** : **National Office: Midrand/ Constitutional Court/Judicial Support Services Pretoria:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. Enquiries: Ms D Botha/Ms C Gideon/Ms L Mothemane (010) 493 2500/2528/2533
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
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, Corner Pritchard and Kris street, Johannesburg. Enquiries: Ms T Mbalekwa Tel No: (011) 335-0404
- CLOSING DATE** : 01 February 2019
- 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 02/29** : **COURT MANAGER REF NO: 2019/376/OCJ**
- SALARY** : R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : A three (3) year relevant qualification in Management or Administration; 6-8 years' experience in supervisory or junior management level; A valid driver's license. Technical knowledge/competencies: Human Resource Management capability; Knowledge of financial, assets and supply chain management; Understanding the facilities and security management Knowledge of case flow management, Behavioural competencies: Effective communication skills (written and verbal); Good interpersonal skills; Problem Solving skills; Conflict Management Skills; Time management and the ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate; Provide integrated human resource management and development services; overall financial, asset and supply chain management services in the Division; Coordinate and facilitate internal audit and risk management services; Provide administrative and technical support, monitor the overall performance of the court and enhance judicial stakeholder relations;

Provide effective and efficient management of facilities and security services to the Judiciary.

- POST 02/30** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 2019/377/OCJ**
- SALARY** : R697 011 – R821 085 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A Bachelors Degree or National Diploma in Labour Relations or any relevant qualification; five (5) years' experience in a labour relations environment of which three years must be at supervisory level; In depth knowledge Sound knowledge and understanding of all Labour Relations; In depth knowledge of South African labour legislation; Experience in handling internal grievances, disputes, CCMA cases and strong ability to maintain and protect confidential information, in able to interpret policies.
- DUTIES** : Manage, coordinate and monitor the implementation of employee relations, policies and procedures; Promote sound employee relations including effective management of disputes, grievances; Ensure effective management of the information and records of all activities related to Employee Relations; Represent the Department in all relevant forums including conciliation, arbitration at the Bargaining Council and CCMA; Provide expert employee relations advice to managers and employees; Design appropriate interventions to build internal capacity in terms of employee relations matters; Identify areas that needs urgent intervension from management; Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagement with the relevant recognized Trade Unions; Analyse the Employees Relations trends with recommendations to management; Ensure that all compliance reports are submitted on time.
- POST 02/31** : **CHIEF REGISTRAR REF NO: 2019/375/OCJ**
- SALARY** : (MR6) R448 269 – R1 084 437 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : LLB Degree or equivalent qualification; At least 8 years' legal experience obtained after qualification. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good people skills/ interpersonal relations; Analytical thinking; Planning and organization skills; Attention to detail; Problem solving and decision making skills; Conflict management; Work ethics; Accuracy and attention to detail; Professional appearance and conduct; Self-management; Customer service orientated; Ability to work under pressure and solve problems; Confidentiality; Resilience; Honesty and integrity; Flexibility; Creative thinking.
- DUTIES** : Provide leadership of the High Court; Court and Case flow management Quasi-Judicial functions; Manage Service Level agreements framework and managing strategic Court efficiency projects and best practices; Information and Case/Court documentation management system and Human Resources Management.
- POST 02/32** : **CONTRACT JUDGES' SECRETARY REF NO: 2019/378/OCJ (X4 POSTS)**
3 Year Contract
- SALARY** : R242 475 – R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court
- REQUIREMENTS** : Grade 12 or equivalent qualification; 1 to 3 years secretarial / Office Assistant experience or relevant experience; The ability to do Dictaphone typing; Typing of 35 words per minute; Understanding the filing system; 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; Assertiveness and

		decisiveness; Attention to detail and accuracy; Initiative, and the ability to work under pressure
<u>DUTIES</u>	:	Typing (or format) of draft memorandum decision; opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as and when necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge and comply with prescripts, Departmental policies, Procedures and Guidelines.
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a typing test.
<u>POST 02/33</u>	:	<u>STATE ACCOUNTANT: JUDGES REMUNERATION REF NO: 2019/379/OCJ</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Judicial Support Services: Pretoria Grade 12 and a three year National Diploma/ Bachelor Degree in Finance/Accounting/ Financial Management or equivalent NQF level 6 as recognized by SAQA; A minimum of 3 years' experience in Salaries or Finance; A valid driver's licence will be an added advantage; Knowledge of Judges remuneration and Condition of Employment Act, 2001 (Act No. 47 of 2001), Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge and experience in Basic Accounting Systems (BAS) will be a recommendation; Understanding of Departmental Financial Instructions (DFI) and Departmental policies and procedures; Knowledge of Performance processes.
<u>DUTIES</u>	:	Render financial accounting transactions; Supervision of staff members; Perform/ manage salary administration support services for Judicial Officers; PERSAL system knowledge in respect of approving and authorising of permanent appointments, acting appointments and acting allowance of Judges, etc.; Checking of statistics for all activities and report accurate statistics to supervisors; oversee remuneration and condition of services with regard to Judges; Prepare and check memorandums on various matters concerning Judges; Execution of the Judges Remuneration Act and Regulations; Control administration enquiries to ensure the correct implementation of benefits for Judges; Compile and co-ordinate monthly/quarterly / yearly reports concerning the Judges; Oversee the work related to the calculation and payment of pension, gratuities and resignation benefits to Judges; Ensure recover of departmental debts; Manage performance/ team discipline/ leave of the section and frequent liaison with the stakeholders.
<u>POST 02/34</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING (PETTY CASH) REF NO: 2019/380/OCJ</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 with Accounting as a passed subject; a qualification in Accounting/Financial management will be an added advantage. Skills and Competencies: Good communication skills (verbal and written); excellent organizational and planning skills; Good interpersonal skills; Computer literacy (MS Word, Excel, PowerPoint and other software packages).
<u>DUTIES</u>	:	Receive, record and deposit money paid in the petty cash office; Issue receipts, and allocate revenue; Issue petty cash funds and reconcile the petty cash account;

Recover of documentation for replenishment of cash; Maintain accounting records for easy access and future reference; Capture and compile sundry payment advices; Assist in attending audit queries and provide copies of documents when necessary; compile the payment register; identifying outstanding payments from the invoice register; Safekeeping and filing of payment advices (batch processing); Ensure adherence and compliance with related legislation and departmental policies.

POST 02/35 : **PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 2019/381/OCJ**

SALARY : R163 563-00 – R192 666-00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 : Grade 12; a relevant qualification and experience in Supply Chain Management will be an added advantage; Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations; In-depth knowledge of financial systems, e.g LOGIS; A valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Ability to work independently and meet deadlines; The ability to work under pressure, work in a team and preparedness to work overtime when required.

DUTIES : Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Request, prepare and compile quotes; Ensure that all relevant forms are attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; Ensure timeous processing of payments to suppliers; Receiving and issuing of stock items; Perform other duties as delegated by the supervisor.

POST 02/36 : **USHER MESSENGER REF NO: 2019/382/OCJ**

SALARY : R115 437 – R135 981 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Labour and Labour Appeal Court: Johannesburg
 : Grade 12; One (1) year relevant court exposure. Skills and Competencies: Knowledge of relevant legislation; Planning and organising skills; Problem solving and analysis; Time management; Client orientation and customer focus; report writing skills; driving skills; Negotiation skills; Communication skills; Good Interpersonal skills; Initiative skills.

DUTIES : The escorting of Judges to the Court rooms; Rendering of administrative support functions to the Judges and the court room crew; Maintenance of court room's records; Facilitation of the smooth-running of the court rooms; Collection and distribution of court files.