

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:** 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 Tel No: (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 Tel No: (031) 372 3164
- Gauteng/ Land Claims Court:** 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
- 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 Tel No: (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 Tel No: (021) 469 4000
- 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 Tel No: (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 Tel No: (053) 807 2733
- CLOSING DATE** :
- NOTE** :
- 08 February 2019
- 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 03/19** : **DEPUTY DIRECTOR: JUDICIAL EDUCATION REF NO: 2019/386/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 (SAJEI)
- REQUIREMENTS** : LLB degree with five (5) years' experience in a legal research; At least three years proven experience in a supervisory position; Proof of atleast 1 publication in peer reviewed or accredited journal; LLM and a qualification in Project Management will be an added advantage; experience in working with governance or legislative structures and committees; A valid drivers licence; Skills and competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.
- DUTIES** : Preparation of content for publications(Brochures, Newsletters, Articles) on continuing Judicial Education, Maintain and update database of Facilitators, Conduct training needs assessment, Conduct impact assessment on SAJEI programs, Conduct a review of Programme Content, Curriculum and Methodology of SAJEI workshops and seminars, Oversee legal research and monitor Law Researchers output, Identify regional and international best practices on Judicial Education, Facilitate research into Judicial education, Develop and implement SAJEI research Agenda.
- POST 03/20** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 2018/387/OCJ**
- SALARY** : R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Applicants must be in possession of an appropriate tertiary qualification at NQF level 6/7 in Information Systems, Informatics, Computer Science or Internal Auditing. An Additional professional certification to IT Audit domain such as Certified Financial Services Auditor, Certified Information System Auditor, and Certification in Control Self-Assessment, Certified Government Auditing Professional, or certified Internal Auditor will be an added advantage. A minimum of five (5) years' experience in Information Technology Auditing and three (3) years internal audit supervisory/management experience (Assistant Director Level). A minimum of two (2) years specific experience in Information Technology Audit. Ability and willingness to travel extensively across the country. Valid code B driver's license. Skills and Competencies: Detailed knowledge of IT auditing in the following strategic and operational key areas: IT Governance, IT Risk Management, IT Strategy; IT Contracts and Service Level Agreements; Information Security: IT Policies and Procedures; IT Licensing; It Project Management; IT Audit Standards; Business continuity and Disaster Recovery. Application perspective – Applications Control Review; Business process mapping and Data Analysis. Technical perspective – General Control Reviews; Networking, firewalls, Routers, Web Applications, External and Internal Threats and Vulnerability Assessment, Virtual Private Network, Wireless, Encryption, operating system, Database, Physical Security and Information Security. Behavioural Competencies includes Client Service Orientation; Effective communication skills (written and verbal; Concern for quality and order; Time Management and ability to work under pressure; People Development and Management; Result Orientation; Problem Solving and analysis; Resource planning and presentation skills.
- DUTIES** : Contribute to the development and alignment of the three (3) year rolling audit plan and detailed annual IT audit plan based on the risk profile of the organization and is responsive to the business environment; Manage and execute the Information Technology Audits in line with the Annual Audit Plan; Manage the IT audit reporting processes to stakeholders as well as maintaining the findings register; Ensure quality assurance of all IT audit files and reports; Manage the Internal Audit technology to meet the requirements of the Internal Audit methodology and the

Quality Assurance and Improvement Programme; Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services; Keep abreast of global trends, new developments in the IT audit; Manage IT Audit resources effectively and efficiently to ensure delivery and overall achievement of IT Audit objectives; and Develop the training plan for IT Audit Sub-Unit to develop and retain capacity.

- POST 03/21** : **CHIEF REGISTRAR REF NO: 2019/383/OCJ**
- SALARY** : (MR6) R448 269 – R1 084 437 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape High Court (Kimberly)
- 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 03/22** : **REGISTRAR (X2 POSTS)**
- SALARY** : (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. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Land Claims Court Randburg, Ref No: 2019/384/OCJ
Labour Court Durban, Ref No: 2019/385/OCJ
- REQUIREMENTS** : A four (4) year legal qualification; a minimum of 2 years' legal experience obtained after qualification, 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.
- POST 03/23** : **ADMINISTRATION CLERK (ASSETS) (X16 POSTS)**
- SALARY** : R163 563 – R192 666 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : Constitutional Court (X2 Posts)

Gauteng Division Pretoria Ref No: 2019/388/OCJ (X2 Posts)
Gauteng Local Division Johannesburg Ref No: 2019/389/OCJ (X2 Posts)
Western Cape Local Division Cape Town Ref No: 2019/390/OCJ (X2 Posts)
KwaZulu-Natal Local Division PMB Ref No: 2019/391/OCJ (X2 Posts)
KwaZulu-Natal Local Division Durban Ref No: 2019/392/OCJ (X2 Posts)
Free State Local Division Bloemfontein Ref No: 2019/393/OCJ (X1 Post)
Eastern Cape Local Division Mthatha Ref No: 2019/394/OCJ (X1 Post)
Eastern Cape Local Division Grahamstown Ref No: 2019/395/OCJ (X1 Post)
Eastern Cape Local Division Port Elizabeth Ref No: 2019/396/OCJ (X1 Post)

REQUIREMENTS

: A Grade 12 or equivalent qualification, relevant experience in Provisioning Administration/Supply Chain Management, demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescript/s, Knowledge of the Public Sector procurement process, rules and regulations. A valid drivers license will serve as added advantage.

DUTIES

: Keep and update all records on the asset register, Bar code all newly acquired assets, Conduct quarterly assets and ensure that assets in the register matches the condition of its existence, Identify assets for disposal and facilitate the transfer thereof, Assist with the reconciliation of JYP and BAS assets register, Update records of leases on assets and maintain copies for audit purposes, follow up on losses reported to Legal Liability and update assets request according to assets status, Facilitate the movements of assets, Update of inventory list and assets register, compile daily, weekly and monthly statistics, Handle external and internal enquiries and assist with general office duties.