

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
- 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 Kruis 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
- 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
- Bloemfontein/Supreme Court Of Appeal:** 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 Kimberley, Sol Plaatjie Drive, Room B107. Enquiries: Ms S Ruthven Tel No: (053) 807 2733
- Polokwane:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court, Limpopo Division, 36 Biccard and Bodenstein street Polokwane, 0699. Enquiries: Ms E Kotze Tel No: (015) 230 4051

CLOSING DATE

: 15 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 04/37** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2019/390/OCJ**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Labour Court Port Elizabeth
- REQUIREMENTS** : A National Diploma/Degree qualification in Business Administration or related field, 2 to 3 years working experience in administration, a valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills, Customer services orientated, Decision making skills, Good communication skills (verbal and written), Computer literacy, Good interpersonal skills and ability to work under pressure.
- DUTIES** : Provision of support on Case flow management, Render administrative services within the office, Provision of asset management, Provide financial and supply chain management services in the office, Attend to related duties as assigned by the office.
- POST 04/38** : **SENIOR HUMAN RESOURCES PRACTITIONER: RECRUITMENT REF NO: 2019/391/OCJ**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A National Diploma/Degree in Human Resource Management/Public Management, 2 to 3 years' experience in an Human Resource Administration environment. Persal training will be an added advantage.
- DUTIES** : Coordinate and administer the implementation of Recruitment & Selection, Ensure the preparation and consolidation of recruitment reports, Maintain a record management system, Manage, support and monitor performance of Recruitment and Selection personnel.
- POST 04/39** : **PRACTITIONER: RECRUITMENT REF NO: 2019/394/OCJ**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A National Diploma/Degree in Human Resource Management/Public Management, 1-2 years' experience in Human Resource Administration environment, A valid driver's license, Willing to travel.
- DUTIES** : Administer the implementation of Recruitment & Selection, Assist in preparation and consolidation of reports and Maintain a proper record management system.
- POST 04/40** : **JUDGES' SECRETARY REF NO: 2019/395/OCJ**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Polokwane High Court
- REQUIREMENTS** : Grade 12 or NQF Level 4 qualification. 1 to 3 years Secretarial experience or Office Assistant. LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree and a valid driver's licence will serve as an added advantage. Results must be attached. Skills and Competencies: Proficiency in English and Afrikaans, Computer Literacy (MS Word), Good communication skills (verbal and written), Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills, Customer service orientated, Assertiveness and decisiveness, Attention to detail and accuracy, Initiative, Ability to remain calm under pressure.
- DUTIES** : Typing (or format) of draft memorandum on decisions, 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; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to 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, Manage of Judge's library, Any other task for or allocated by the Judge; Comply with Departmental Policies and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members.

- POST 04/41** : **SENIOR COURT INTERPRETER REF NO: 2019/396/OCJ**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Labour Court Durban
- REQUIREMENTS** : A National 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, Proficiency 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.
- DUTIES** : 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, Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
- POST 04/42** : **HUMAN RESOURCES OFFICER (HRD AND PMDS) REF NO: 2019/397/OCJ**
- SALARY** : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 or NQF Level 4 qualification. National Diploma (NQF Level 6) in HRM, Public Administration or relevant qualification in Human Resource Management and Development environment will be an added advantage. Skills and Competencies: Good Communication skills, Planning and organising skills, Good interpersonal skills, Computer literacy including MS word, EXCEL and PowerPoint, Be able to pay attention to detail and work within deadlines, Knowledge of HRM/D Legislations and Policies, Knowledge and understanding of concepts of HRD and PMDS, Ability to adapt to Change, Ability to interpret Policies and Legislation, Client and customer orientated, Ability to analyse information, Identify and solve problems, logically and Ability to work under pressure.
- DUTIES** : Assist to coordinate and administer Human Resource Management and Development in the Department; Administer internal Bursaries in the Department; Assist to coordinate and develop the Departmental Induction and Compulsory Induction Programme database; Render PMDS administration.

<u>POST 04/43</u>	:	<u>ADMINISTRATION CLERK (CRT) (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 - R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Polokwane High Court Ref No: 2019/398/OCJ Gauteng Local Division Johannesburg Ref No: 2019/399/OCJ
<u>REQUIREMENTS</u>	:	Grade 12 or NQF Level 4 qualification. Skills and Competencies: Computer literacy (Microsoft Office), Operational knowledge of operating a CRT machine, Good problem solving skills, Accuracy and attention to detail, Operational knowledge of operating a CRT machine, Effective communication skills (written and verbal), Good interpersonal skills, Time Management and ability to work under pressure and flexibility.
<u>DUTIES</u>	:	Prepare court before proceedings, Obtain court roll and attend to court as allocated, Test machine and ensure fully functioning machinery, Capture information of cases in court, Perform digital recording of court proceedings and ensure integrity of such documents, with correct annotations and in accordance with proceeding, Listen to adjournment, Ensure that recordings are saved in accordance with prescripts, Provide administrative support in circuit courts, Assist the Judge in his/her preparation for court, Attend to the administering of oath in court, Attend to the collection of court files, heads of argument and other important documentation, Attend to the completion of official documents such as J7,SAP69, Warrants, etc. Collect, collate and submit statistics on court proceedings and cases decided in chambers.
<u>POST 04/44</u>	:	<u>ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 2019/400/OCJ</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 or NQF Level 4 qualification. A LLB degree or 4 (four) year recognized legal qualification will serve as an added advantage.
<u>DUTIES</u>	:	Assist Legal Services Unit with day to day administrative tasks, Secretariat support and document management, Management of all incoming and outgoing correspondence for the unit, Provide secretariat support to management structures, Organise and maintain the filing system and records, Arrange and coordinate meetings of the Unit, Manage stationery, Office equipment,; Coordinate corporate support service activities for the Legal Unit. Skills and Competencies: Computer literacy, Good communication skills (written and verbal), Good reporting skills and creative and analytical thinking skills.
<u>POST 04/45</u>	:	<u>ADMINISTRATION CLERK: FACILITIES REF NO: 2019/401/OCJ</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 or NQF Level 4 qualification.
<u>DUTIES</u>	:	Provide a coordinated administrative support service to the Directorate Facilities, Security and Auxiliary Services, Provide administrative support to the Director. Provide supply chain clerical support services within the component; Provide personnel administrative clerical support services within the component; Provide financial administration support services in the component, Record; organise; store; capture and retrieve correspondence and data; 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>POST 04/46</u>	:	<u>DATA CAPTURER (X14 POSTS)</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement

<u>CENTRE</u>	:	Polokwane High Court Ref No: 2019/402/OCJ (X1 Post) Pietermarizburg High Court Ref No: 2019/403/OCJ (X1 Post) Durban High Court Ref No: 2019/404/OCJ (X2 Posts) Western Cape High Court Ref No: 2019/405/OCJ (X2 Posts) Northwest High Court Ref No: 2019/406/OCJ (X1 Post) Mthatha High Court Ref No: 2019/407/OCJ (X1 Post) Grahamstown High Court Ref No: 2019/408/OCJ (X1 Post) Bloemfontein High Court Ref No: 2019/409/OCJ (X1 Post) Constitutional Court Ref No: 2019/410/OCJ (X1 Post) Kimberley High Court Ref No: 2019/411/OCJ (X1 Post) Gauteng Division Pretoria Ref No: 2019/412/OCJ (X1 Post) Gauteng Local Division Johannesburg Ref No: 2019/413/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or NQF Level 4 qualification. Knowledge of clerical duties, practices as well as the ability to capture data, Knowledge and understanding of legal framework governing the public service. Skills and Competencies: Good communication skills, Good interpersonal skills, Problem solving skills, Customer service and attention to details.
<u>DUTIES</u>	:	Render data capturing services, Effective use of technology, Contribute to organizational efficiency and work distribution, General administration functions, 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 record, Provide routine and administrative maintenance services, Update and file records, Continuous updating of information on computer for reporting purposes and retrieve information required.
<u>POST 04/47</u>	:	<u>ADMINISTRATION CLERK REF NO: 2019/414/OCJ</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	High Court: Mthatha
<u>REQUIREMENTS</u>	:	Grade 12 or NQF Level 4 qualification, Computer skills.
<u>DUTIES</u>	:	Responsible for receiving and recording all invoices in the register, Follow up invoices and make sure that they are paid within 30 days, Complete and submit invoice register weekly, Request quotations for procurement, Prepare manual requisition and ensure capturing on JYP, Prepare and process payments on BAS, Request reports from BAS, Process S&T claims for Judges and officials, Issue receipts for all monies paid in Cash Hall, Complete J49 and pay witnesses thereafter, Replenish petty cash, Collect and provide the Court Manager with statistics for Finance Section, Perform any duties when requested by the Court Manager.
<u>POST 04/48</u>	:	<u>USHER MESSENGER REF NO: 2019/415/OCJ</u>
<u>SALARY</u>	:	R115 437 – R135 981 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Land Claims Court: Randburg
<u>REQUIREMENTS</u>	:	Grade 12 or NQF Level 4 qualification and a valid drivers'licence. . 1 year relevant court exposure is an added advantage. Skills and Competencies: Knowledge of relevant legislation, Planning and organisation skills, Problem solving and analysis, Time management, Client orientation and customer focus, report writing skills, Communication skills and Good Interpersonal skills.
<u>DUTIES</u>	:	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 smooth-running of the court room; Collection and distribution of court files.