OFFICE OF THE CHIEF JUSTICE

The Office of the 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:

Gauteng Province (JHB and PTA): 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 Mbailekwa Tel No: (011) 335-0404

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or Hand delivered applications, Physical Address: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London. Enquiries: Mr S Mponzo Tel No: (043) 726 5217.

Free State and Supreme Court of Appeal 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 Tel No: (051) 406 8100

Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or Physical Address: High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699, Enquiries: Ms N Phadzirri/Mr J Maluleke Tel No: (015) 230-4035

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

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

CLOSING DATE: 29 March 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 10/25 : DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: 2019/454/OCJ

SALARY : R697 011 – R821 052 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Centre Polokwane

REQUIREMENTS : A three (3) year National Diploma/Bachelor’s Degree in Human Resource Management and/or Development or Public Administration. A minimum of 5 years’ experience in Human Resource Management of which three years’ must be at supervisory level and a Valid driver’s license. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL, Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills; Strong leadership and Project management skills; Good interpersonal relations skills, Problem solving, Presentation and Conflict Management skills; Self-disciplined and able to work under pressure with minimum supervision; People management and Supervisory skills; Policy Development and Report writing skills.

DUTIES : Develop and review HR administration related policies; Manage HR Provisioning (Recruitment & selection and appointments) in the Province; Manage staff Establishment of the Province; Manage HR administration, Training and HR Records in the Province; Manage the Performance Management and Development system; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department.

POST 10/26 : CHIEF REGISTRAR REF NO: 2019/455/OCJ

SALARY : (MR6) R448 269 – R1 084 437 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 : Northern Cape High Court: Kimberley

REQUIREMENTS : An 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; and 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 10/27 : ASSISTANT DIRECTOR: LIBRARY SERVICES REF NO: 2019/456/OCJ

SALARY : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS : A National Diploma/B Degree in Library and Information Science; 3 to 5 years’ relevant experience of which 2 years must be at a supervisory level within the
environment/similar environment; experience in a Law Library or legal experience will be an added advantage; Knowledge of supply chain management processes pertaining to procurement of library resources; Thorough knowledge asset management pertaining to library resources; Experience in the use of IT to deliver information; Sound knowledge of MS Office (ie. MS Word, Excel & PowerPoint); Hands on experience with Library OPAC systems, Sabinet Legal Products, LexisNexis Electronic products as well as Jutastat. Skills and Competencies: Good Classification, Cataloguing and Indexing Skills; Must be able to work confidently under pressure; Must be able to work in a team; Ability to interact with users; Must have initiative with the ability to prioritise; Must have a sense of responsibility.

DUTIES:
Professional management and control of human and physical resources of the component; Maintenance and development of legal information resources; Undertake research queries to internal and external users; Cataloguing, classification and indexing using a Library system; Training of staff and users in the use of information resources; Maintenance and management of serial and loose-leaf subscriptions; Acquisition of books and other materials to support the programme of the Court; Management of information resources – electronic and print; Create and organize electronic and other systems for retrieval of information; Provide a Current Awareness Service to primary users to inform them of new legislation, articles and cases; Effectively and efficiently correspond with various stakeholders; Ensure a proper archival and library service within the Court.

POST 10/28: SENIOR COURT INTERPRETER (X3 POSTS)

SALARY: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: Gauteng Local Division, Johannesburg Ref No: 2019/461/OCJ Durban High Court Ref No: 2019/462/OCJ Port Elizabeth High Court Ref No: 2019/463/OCJ

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. Proficiency in English and two or more indigenous languages, A valid driver’s license and 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 10/29: REGISTRAR (X4 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: Gauteng Local Division, Johannesburg Ref No: 2019/458/OCJ (X1 Post) Thohoyandou High Court Ref No: 2019/459/OCJ (X2 Posts) Pietermaritzburg High Court Ref No: 2019/460/OCJ (X1 Post)

REQUIREMENTS: A four (4) year legal qualification and a minimum of 2 to 3 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 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 10/30**
- **COURT INTERPRETER REF NO: 2019/464/OCJ**

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

**CENTRE**
- Pietermaritzburg High Court

**REQUIREMENTS**
- Grade 12; Proficiency in English and in 2 or more indigenous languages (preference will be given to languages used in area); Three months’ practical experience will be an added advantage. Skills and competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.

**DUTIES**
- Interpret in court of law (criminal and civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.

**POST 10/31**
- **REGISTRAR’S CLERK (X2 POSTS)**

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

**CENTRE**
- Free State High Court Ref No: 2019/465/OCJ

**Supreme Court of Appeal: Bloemfontein Ref No: 2019/466/OCJ**

**REQUIREMENTS**
- Grade 12 or equivalent qualification; relevant experience. Skills and Competencies: Computer Literacy; Excellent communication (Verbal and Written); Administration and organizational skills; Accuracy and attention to detail; Good interpersonal and public relations skills.

**DUTIES**
- Ensure effective and efficient administration and co-ordination of appeals, reviews and petitions for the Free State; Compile and verify court rolls and prepare records ensuring efficient case flow management to the judiciary; Administration of cases after court order has been given; Administer the collation of court performance statistics; Perform general administrative duties.

**POST 10/32**
- **ASSISTANT LIBRARIAN (X2 POSTS)**

**SALARY**
- R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
- Free State High Court Ref No: 2019/467/OCJ

**Supreme Court of Appeal: Bloemfontein Ref No: 2019/468/OCJ**

**REQUIREMENTS**
- Grade 12 certificate or equivalent qualification; Relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Administration and organizational skills; Accuracy and attention to detail; Problem solving skills and ability to work under pressure.

**DUTIES**
- Assist the Librarian to perform all aspects of Library operations; Assist with classifying and cataloguing the Library; Assist with tracking of Library collections; Annotations and updating of legislations; Circulation of legislation (Journals and Government Gazettes); Verify orders and file the library materials accordingly; Continuously review library collections for duplicate, obsolete or superseded
materials; Keep Library registers; Conduct annual stock taking; Perform any other library administrative duties.

POST 10/33  :  TYPIST (X2 POSTS)

SALARY  :  R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE  :  Gauteng Local Division, Johannesburg Ref No: 2019/469/OCJ
            Durban High Court Ref No: 2019/470/OCJ

REQUIREMENTS  :  Grade 12. Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test. Relevant experience will serve as an added advantage. Knowledge of Public Regulations; 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.

POST 10/34  :  USHER MESSENGER (X5 POSTS)

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

CENTRE  :  Free State High Court Ref No: 2019/471/OCJ (X1 Post)
            Durban High Court Ref No: 2019/472/OCJ (X2 Posts)
            Western Cape High Court Ref No: 2019/473/OCJ (X2 Posts)

REQUIREMENTS  :  Grade 12. Skills and Competencies: Knowledge of relevant legislation; Planning and organizing skills; Problem solving and analysis; Time management; Client orientation and customer focus; Report writing 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 smooth-running of the court room; Collection and distribution of court files.