

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:



- APPLICATIONS** : **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 Kruis street, Johannesburg. Enquiries: Ms T Mbalekwa Tel no: (011) 335-0404
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 Mothemanane Tel no :(010) 493 2500/2528/2533
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. Ms M Baker Tel no: (021) 469 4000
- CLOSING DATE** : 12 July 2019
- NOTE** : 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 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 23/31** : **CHIEF REGISTRAR, REF NO: 2019/513/OCJ**
- SALARY** : (MR-6) R 473 820.00 – R 1 140 828.00 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 Division Pretoria
- REQUIREMENTS** : An LLB Degree or equivalent qualification; At least 8 years' appropriate post qualification legal experience; Leadership and Managerial experience; A valid driver's licence; Computer literacy. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self- management.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/

Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.

ENQUIRIES : Enquiries: Ms T Mbalekwa Tel no: (011) 335-0404

POST 23/32 : **OFFICE MANAGER, REF NO: 2019/514/OCJ**

SALARY : R376 596-00 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Local Division Johannesburg
REQUIREMENTS : A three-year (NQF 6) National Diploma/ Bachelor's Degree in Office Management or equivalent qualification. 3-5 years' relevant experience in an Office Administration environment. Technical Knowledge/Competencies: Job Knowledge of office management responsibilities, systems and procedures; Excellent Communication skills and proficiency in English (verbal and written); Interpretation of law; Legal writing/drafting/legislative drafting skills; Knowledge of electronic information resource and online retrieval; Strong leadership and management capabilities; Ability to work long hours and under pressure and Computer literacy (MS Word, PowerPoint, Excel and Outlook)

DUTIES : Manage office of the Judge President at the Gauteng Local Division: Johannesburg, support the Judge President in communication with all stakeholders. Management and supervision of Judges' Support staff and related matters. Manage logistical arrangements for integrated meetings and operations; Oversee the administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all stakeholders in the Office of the Chief Justice, Heads of Court, Senior Managers, Judges', National Office, Legal Professional bodies and other stakeholders with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both internal and external stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of regulations, resolutions, policies or any other legal source of directive related to the special fields.

ENQUIRIES : Enquiries: Ms T Mbalekwa Tel no : (011) 335-0404

POST 23/33 : **CONTRACT JUDGES' SECRETARY, REF NO: 2019/515/OCJ (3 YEAR CONTRACT)**

SALARY : R257 508-00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Division Pretoria

REQUIREMENTS : Grade twelve (12), one (1) to three (3) years' Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); administration and organizational skills; exceptional interpersonal skills; ability to meet strict deadlines and to work under pressure and attention to detail; customer care service skills and excellent typing skills; confidentiality and time management; computer literacy (MS Word) and research capabilities.

DUTIES : 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 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.

ENQUIRIES

: Ms T Mbalekwa Tel no: (011) 335-0404

POST 23/34

: **POOL CONTRACT JUDGES' SECRETARY, REF NO: 2019/516/OCJ (1 YEAR CONTRACT)**

SALARY

: R257 508-00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Division Pretoria

REQUIREMENTS

: Grade twelve (12), one (1) to three (3) years' Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); administration and organizational skills; exceptional interpersonal skills; ability to meet strict deadlines and to work under pressure and attention to detail; customer care service skills and excellent typing skills; confidentiality and time management; computer literacy (MS Word) and research capabilities.

DUTIES

: 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 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.

ENQUIRIES

: Ms T Mbalekwa Tel no : (011) 335-0404

POST 23/35

: **JUDGES' SECRETARY, REF NO: 2019/517/OCJ**

SALARY

: R257 508-00 per annum. The successful candidate will be required to sign a performance agreement

CENTRE

: Constitutional Court (Office of the Deputy Chief Justice)

REQUIREMENTS

: Grade twelve (12), one (1) to three (3) years' Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); administration and organizational skills; exceptional interpersonal skills; ability to meet strict deadlines and to work under pressure and attention to detail; customer care service skills and excellent typing skills; confidentiality and time management; computer literacy (MS Word) and research capabilities.

DUTIES

: Typing (or format) of draft memorandum decision, opinions or judgement entries written by the Deputy Chief Justice; provide general secretarial/administrative duties to the Deputy Chief Justice; manage and type correspondence, judgements and orders for the Deputy Chief Justice (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 the Deputy Chief Justice; 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 Deputy Chief Justice to the Court; management of Deputy Chief Justice's official vehicle and logbook; compile data and prepare reports and documents for the Deputy Chief Justice, including expense reports, continuing legal hours, financial disclosure statements and case management; arrange receptions for the Deputy Chief Justice's visitors and attend to

their needs; management of Deputy Chief Justice's library and updating of documentation; execute legal research as directed by the Deputy Chief Justice and comply with prescripts, departmental policies, procedures and guidelines.

ENQUIRIES

: Ms D Botha/Ms C Gideon/Ms L Mothemane Tel no :(010) 493 2500/2528/2533

POST 23/36

: **ADMINISTRATION CLERK (CRT), REF NO: 2019/518/OCJ**

SALARY

: R173 703-00 per annum. The successful candidate will be required to sign a performance agreement

CENTRE

: Western Cape Labour and Labour Appeals COURT

REQUIREMENTS

: Grade 12. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer Literacy; Planning and organisation; Good verbal and written communication.

DUTIES

: Render general clerical support services; Provide supply chain 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 as and when required, keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES

: Ms M Baker Tel no :(021) 469 4000