ANNEXURE G

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:

National Office: Midrand: 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 Motheman Tel No: (010) 493 2500/2528/2533

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 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, 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.

Mpumalanga: Quoting the relevant referent number, Direct your application to: The Deputy Director: Human Resource Management, Private Bag X20051, Mbombela 1211. Applications can also be hand delivered to Mpumalanga Division of the High Court, Office of Chief Justice, Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200. Enquiries: Mr M Maeko 0823090910

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng, Enquiries: Mr L Moetanol (018) 3977065

Free State: 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, Conr President Brand and Fontein street, Bloemfontein, 9301. 

CLOSING DATE: 02 August 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.

MANAGEMENT ECHELON

POST 26/49: DIRECTOR: CAPACITY AND ORGANISATIONAL DEVELOPMENT REF NO: 2019/520/OCJ

SALARY: R1 057 326 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

32
CENTRE: National Office: Midrand

REQUIREMENTS: An appropriate Bachelor degree (NQF Level 7) in the relevant field; 5 years' relevant experience at middle/senior managerial level and a valid driver's licence; Experience and knowledge of change management methodologies and tools, human capital development, alignment of individual performance to the organizational strategic objectives and mandate, development and implementation of human resource plan and employment equity. Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations. Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communications (verbal and written).

DUTIES: Provide optimal development of departmental human resources by managing and monitoring the implementation of the skills development programmes, managing the internship programmes, ensuring the alignment of individual performance to the departmental strategic objectives, and instil a culture of performance within the department by empowering employees and managers. Management of human resource planning by assessing the human resource demand and supply of the department, development and implementation of the human resource plan to address the needs of the department, development and implementation of the attraction and retention programmes. Establish and sustain an organisational change process that supports the human capital in accomplishing departmental goals by designing and implementing Organisational Development Strategy/Plan for the department, initiating and conducting environmental surveys in determining the culture, values, norms and standards of the department, ensuring compliance with employment equity legislation, including diversity management. Provide organisational design and development services by aligning the organisational structure to the departmental strategic plans, coordination and facilitation of job evaluation and job profiles.

POST 26/50: DIRECTOR: INTERNAL AUDIT REF NO: 2019/521/OCJ

SALARY: R1 057 326 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognized by SAQA (B Com Accounting/Internal Auditing/ Auditing) or equivalent. Completed / Studies towards attaining a professional certification in CIA / Articles will be an added advantage. 5 years' internal audit / audit experience at senior operational / middle management level. A valid driver's license. Technical Knowledge Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and Analysis; Self –driven and ability to meet deadlines.

DUTIES: Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Audit policies and operating frameworks. Manage the implementation of the Internal Audit Strategy, Polices and Methodology. Direct and manage the execution of risk based audit assignments including Financial, Performance, IT, Governance, Compliance, IT and Forensic investigation services. Managing the inputs and outputs of internal audit processes, review audit reports by ensuring quality control and compliance with regulations, standards and policies. Manage the implementation of corrective measures to address audit findings. Provide support to the CAE in executing the technical advisory and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilisation of resources allocated to the Unit.
OTHER POSTS

POST 26/51 : DEPUTY DIRECTOR: FINANCE (X2 POSTS)

SALARY : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Ref No: 2019/522/OCJ
Free State Ref No: 2019/523/OCJ

REQUIREMENTS : A three-year National Diploma/ Degree in Financial Management/Accounting, Commerce, Cost and Management Accounting, Public Management or Business Administration; Five (5) years relevant experience of which three (3) years should be at a supervisory level; A valid driver’s licence. Knowledge of Asset Management; Financial Management and Accounting; Sound track record in Financial Accounting in the Public Service or entities; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the department and public sector; Knowledge of transversal systems used in the department e.g BAS, PERSAL, and JYP; Knowledge of budgeting of Vote Account; Must have budgeting knowledge and skills; Must have payroll and basic conditions of service knowledge; Skills and competencies: Communications skills (written and verbal); Problem solving and decision making skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, Power Point and Outlook); Numerical, Analytical, Reporting, Financial Skills; Assertiveness, Accuracy and attention to detail.

DUTIES : Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations; Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations; Ensure compliance with the best practice accounting norms and standards; Manage, monitor and implement financial systems and accounts control; Prepare financial statements; Facilitate internal and external audits; Manage bookkeeping and financial quality control services; Establish and maintain effective, efficient and transparent system and internal control; Determine the long term direction of court finance services and relate these to present and future strategic goals; Revenue and expenditure management of the office; Manage and direct the Finance Directorate's staff and budgets; Perform and manage administrative related functions. Authorisation of transactions on PERSAL and BAS. Assist with the development and implementation of the Asset Management strategy in line with the business plan of the Department. Supervise the implementation of the acquisition, maintenance and disposal of assets within the Departmental Plan. Maintain a complete, accurate and reliable asset registers for Departmental owned and leased assets for all Superior Courts in the Province.

POST 26/52 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2019/524/OCJ

SALARY : R379 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Gauteng

REQUIREMENTS : A three-year National Diploma/ Bachelor Degree in Supply Chain Management, Accounting of Financial Management, A minimum of three (3 years’ experience in Supply Chain Management and in the Asset Management environment of which two (2) years must be at a supervisory level and a valid driver's licence and willingness to travel. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act, GRAP standards and SCM and Asset Management Framework and the Treasury Regulations etc. In-depth knowledge of Public Sector Management financial systems, e.g. LOGIS, BAS, JYP, etc. Skills and Competencies: Creative and analytical thinking; Customer services orientation; Ability to work independently and function as part of a team when required; Ability to work under pressure and meet deadlines; Leadership capabilities; Assertiveness and decisiveness, where applicable; Confidentiality; Strong interpersonal relations, Decision making.

DUTIES : Facilitate and monitor the administration of contracts; Coordinate and review the processing of requisitions for goods and services as well as receiving of goods; Facilitate and ensure the monitoring of commitments; Facilitate and ensure proper management of payments made to creditors; Facilitate the
provision of logistics services and store management services; manage human resources. Monitor and oversee that commitment reports are drawn monthly from system; Ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the Province; Facilitate the verification of assets across all Superior Courts in the Province; Assist with the resolution of audit queries from internal and external audits on assets and supply chain management; Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

**POST 26/53**

**SENIOR ADMINISTRATIVE OFFICER REF NO: 2019/525/OCJ**

**SALARY**: R316 791 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: North West High Court: Mahikeng

**REQUIREMENTS**: A three-year National Diploma/ Bachelor’s Degree or equivalent qualification. 2– 3 years’ relevant administrative experience and a valid driver’s license. Skills and 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 under pressure and art of interpreting, customer services and time management. Report writing. Computer literacy (MS Word, PowerPoint, Excel and Outlook).

**DUTIES**: Provision of support on Case Flow Management. Render administrative services within the Office. Provision of Financial and Supply Chain Management services. Preparation of petitions.

**POST 26/54**

**SENIOR ADMINISTRATIVE OFFICER: SECURITY AND FACILITIES REF NO: 2019/526/OCJ**

**SALARY**: R316 791 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Provincial Service Centre: Gauteng

**REQUIREMENTS**: A three-year National Diploma/ Bachelor’s Degree in Security Management or Risk Management on NQF level 6 plus a minimum of three years’ experience in the security environment; PSIRA Grade B Certificate; Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles; Computer Literacy; A valid driver’s licence. 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; Confidentiality, Analytical thinking, listening skills, Time management and ability to work under pressure.

**DUTIES**: Coordinate and guide provision of security operations; Monitor co-ordination of safety and security during key events and support Courts on high profile cases; Monitor the implementation of security and risk management plan; Monitor provision of support services on Court facilities and building infrastructure; Provide security advisory services to management and maintain security value adding consultancy; Ensure implementation of the OCJ Security Policy; Development of security procedural guidelines; Monitor matters related to integrity management and investigate security breaches; Ensure that physical security measures are in place by providing physical security infrastructure and key controls; Monitor and coordinate contracted security service provider and ensure compliance with the service level agreement; Evaluation and optimization of the implementation of appropriate security measures and procedures; The development and implementation of training and awareness programmes; Ensure compliance with Occupational Health and Safety Act; Monitor the implementation of Occupational Health and Safety within the Courts and the Service Centre interaction with security- related and relevant authorities.

**ENQUIRIES**: Ms T Mbalekwa Tel No: (011) 355 0404

**POST 26/55**

**STATISTICAL OFFICER REF NO: 2019/527/OCJ**

**SALARY**: R316 791 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: National Office: Midrand

REQUIREMENTS: A relevant Bachelor’s Degree in Science/ Commerce majoring in Statistics (BSc/ BCom/ B Tech Degree in Statistics); A minimum of 2 years’ experience in a statistical environment; A valid driver’s licence; Knowledge of relevant policies and strategies; Statistical analysis and reporting. Skills and Competencies: Communication skills (verbal and written); Research and development expertise; Ability to network, influence and impact; Good interpersonal relation and motivating skills; Creativity and innovative thinking; Computer literacy (Excel, Word and PowerPoint).

DUTIES: Administer data collection instruments and surveys within the Lower Courts; Establish channels for the collection of data within the Lower Courts; Collate, analyse and interpret statistics and make presentations on the findings within the respective Region, Court Division O.R District Court Administrative Region; Produce 1st line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Lower Courts Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the Lower Courts; Train employees/ project members within the Lower Court on utilization of information.

ENQUIRIES: Ms C Gideon Tel No: (010) 493 2500

POST 26/56: SENIOR COURT INTERPRETER

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

CENTRE: Gauteng Local Division: Johannesburg Ref No: 2019/528/OCJ Mbombela High Court: Mpumalanga Ref No: 2019/529/OCJ

REQUIREMENTS: Grade 12 and a National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of 3 years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting; Proficiency in English and two or more indigenous languages; A valid driver’s licence and knowledge of foreign or sign language will be an added advantage; Candidates will be required to undergo oral and written language 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 the ability to work under pressure.

DUTIES: Render Interpreting services in Criminal, civil, labour and Quasi-judicial court proceedings; Interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court record; Develop terminology, coin words, control and supervision of interpreter; Perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

POST 26/57: ADMINISTRATION CLERK (DCRS) REF NO: 2019/530/OCJ

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

CENTRE: Free State High Court: Bloemfontein

REQUIREMENTS: Grade 12 or equivalent qualification; 0-2 years relevant experience.

Skills and Competencies: Computer literacy (MS Word); Good problem solving skills; Accuracy and attention to detail; Operational knowledge of operating DCRS/CRT machine.

DUTIES: To perform digital recording of Court proceedings and ensure integrity of such documents; Maintenance of criminal record books and charge sheets; writing and tracing of summonses; writing of witness fees book; Completion and issuing of warrant of arrest; Provide administrative support in Court/Circuit Court and Case Flow Management; Completion of case document (charge sheet) and other Court documents; Document scanning, data capturing, etc.; Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

POST 26/58: TYPIST REF NO: 2019/531/OCJ

SALARY: R145 281 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Mthatha High Court

REQUIREMENTS: Grade 12, relevant experience; Knowledge of Public Regulations will be an added advantage; Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Computer literacy (MS Word); Problem solving and analysis; Reading and writing skills; Accuracy and attention to detail; Ability to work under pressure.

DUTIES: Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums; Operating fax machine and photocopy machine and updating of the registers; Operating the switchboard and rendering Court services; Attend to queries and perform other administration duties as may be allocated from time to time.

POST 26/59: USHER MESSENGER REF NO: 2019/532/OCJ

SALARY: R122 595 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: Mthatha High Court

REQUIREMENTS: Grade 12; 1 year relevant court exposure. 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; Driving skills; Negotiation skills; Communication skills; Attentive to detail; Good interpersonal skills; Initiative driven and Flexibility.

DUTIES: The escorting of Judges to the court rooms; The rendering of administrative support functions to the Judges’ and the court room crew; The maintenance of court rooms’ records; The facilitation of the smooth- running of the court rooms and the collection and distribution of court files.