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.

APPLICANTS:
- 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.
- 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 street, Bloemfontein, 9301.
- Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or hand deliver to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- 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.

CLOSING DATE:
13 September 2019

NOTE:
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 31/70
IT CO-ORDINATOR REF NO: 2019/559/OCJ

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

CENTRE:
Provincial Service Centre: Limpopo

REQUIREMENTS:
A three year National Diploma/ Degree in Information Technology; Three (3) years relevant experience of which 2 years must be at supervisory level; 1 Year end user training and a valid driver’s licence. An advanced certificate in ITIL will be an added advantage. Technical Knowledge/ Competencies: Project and Systems Management; Network administrator; Help Desk first line support; knowledge of Government prescripts, regulations and laws; Knowledge of Development of users training manuals, guidelines and procedures and drafting a budget; Knowledge/ experience in evaluation on End-User Training; Knowledge of Public Sector IT environment, LAN, Project and Change Management; Experience in (IT and general) Asset Management. Behavioural Competencies: Project and system management; communication skills; Good interpersonal relations skills; Training and presentation skills; Problem solving and analytical skills; Planning and Organising; Customer service orientation.
DUTIES: Conduct functional training on Business Systems Applications; Provide IT first line support and liaison with the End-Users and LAN support; Liaise with Contracted Service Providers at Provincial level; Conduct infrastructural assessment (Application support) and coordinate all the IT related activities in the regions; Manage projects for Roll-out of Business systems and training; Compile regional report on the IT system usage and all the IT business systems undertaken.

ENQUIRIES: Mr T Masemola/Mr J Maluleke Tel No: (015) 230 4051/4035

POST 31/71: LIBRARIAN REF NO: 2019/563/OCJ

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

CENTRE: Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS: A three year National Diploma/Degree in Library Science/ Information Science or equivalent qualification; Minimum of two years’ experience in Library and information systems; experience in legal library will be an added advantage. Knowledge of Library and Information Science; Knowledge of library prescripts and legislation, procedure and processes; Skills and Competencies: Communication; Planning, Organising and control; Computer Literacy (Microsoft Office); Analytical thinking; Decision making skills; Ability to work under pressure; language proficiency, Conflict management and supervisory skills.

DUTIES: Render an effective and efficient library and information service to the users of the library and chambers; Manage the Library and information systems; Assist with book selection for the library and chambers; Classify and catalogue the Supreme Court of Appeal library material; Render reference and information services for the Supreme Court of Appeal Library; Monitor the library budget and give inputs to the library budget; Market and promote library services; Perform administration and supervisory services.

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191

POST 31/72: LIBRARIAN REF NO: 2019/564/OCJ

SALARY: R257 508 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/Degree in Library Science/ Information Science or equivalent qualification; Minimum of two years’ experience in Library and information systems; experience in legal library will be an added advantage. Knowledge of Library and Information Science; Knowledge of library prescripts and legislation, procedure and processes; Skills and Competencies: Communication; Planning, Organising and control; Computer Literacy (Microsoft Office); Analytical thinking; Decision making skills; Ability to work under pressure; language proficiency, Conflict management and supervisory skills.

DUTIES: Render an effective and efficient library and information service to the users of the library and chambers; Manage the Library and information systems; Assist with book selection for the library and chambers; Classify and catalogue the High Court library material; Render reference and information services for the High Court Library; Monitor the library budget and give inputs to the library budget; Market and promote library services; Perform administration and supervisory services.

ENQUIRIES: Mr O Sebapatso Tel No: (018) 397 7055

POST 31/73: REGISTRAR REF NO: 2019/561/OCJ

SALARY: (MR3-MR5) R257 073 – R912 504 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination. The successful candidate will be required to sign a performance agreement.

CENTRE: North West High Court: Mahikeng

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 ethics; 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 checks on Criminal Record books; Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators; Supervision and management of staff; 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.

**ENQUIRIES**

Mr O Sebapatso Tel No: (018) 397 7055

**POST 31/74**

**REGISTRAR’S CLERK REF NO: 2019/566/OCJ**

**SALARY**

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

**CENTRE**

Thohoyandou High Court: Limpopo

**REQUIREMENTS**

- Grade 12 or equivalent qualification; Experience in Clerical / administration functions will be an added advantage. Skills and Competencies: Computer skills (written and verbal), Good interpersonal and Public Relation skills, Good Administration and Organisational skills, Customer Service skills, Ability to work under pressure.

**DUTIES**

- Render support services to Case Flow Management; Render efficient and effective support services to the Court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties/functions; Prepare, issue and analyse Court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and storage of both Civil and Criminal processes; Issue warrant of arrest for defaulters; Act as a liaison between Judges and Legal Practitioners; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings; Prepare and send cases to transcribers for appeal and review purposes; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public; Act as a liaison between Registrar and Legal Practitioners; Provide administrative support in general as requested by Court Manager and supervisor.

**ENQUIRIES**

Mr T Masemola/Mr J Maluleke Tel No: (015)230 4051/4035

**POST 31/75**

**ACCOUNTING CLERK REF NO: 2019/567/OCJ**

**SALARY**

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

**CENTRE**

National Office: (Midrand)

**REQUIREMENTS**

- Grade 12; A three-year National Diploma/Degree in Accounting and experience in Financial Management and Development environment will be an added advantage. Skills and Competencies: Good communication skills, Planning and Organising Skills; Attention to detail, To deal and work within deadlines, Proven Computer literacy, including MS Word & MS Excel.

**DUTIES**

- Capturing S&T Claims; Sorting of all Payroll Certificates according to various pay points. Filling of documents, Capturing Salary related transactions.

**ENQUIRIES**

Ms I Morare Tel No: (010) 493 2591