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.

Kwazulu-Natal/Pietermaritzburg: 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.

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 deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

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.

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

Kwazulu-Natal/Pietermaritzburg: 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.

CLOSING DATE

15 November 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 39/18 : LAW RESEARCHER REF NO: 2019/625/OCJ

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

CENTRE : National Office: Midrand (SAJEI)
**REQUIREMENTS**: An LLB degree or a four year recognised legal qualification, four to five (4-5) years’ experience working as a researcher in training environment. A valid driver’s licence. Skills and Competencies: Research and analytical skills, report writing and editing skills, communication skills, accuracy and paying attention to detail, computer literacy, planning and organising, excellent interpersonal skills.

**DUTIES**: Provide empirical research support to SAJEI, gather and analyse research relevant to training conducted by SAJEI, Develop and maintain research database that will contribute to the overall objectives of SAJEI, Conduct research on allocated research projects on the annual research agenda, Track the developments in jurisprudence that have a direct bearing on judicial education and training, Provide research support to judicial educators on aspects of judicial education curriculum and provide support to the editorial committees for the SAJEI journal and newsletter.

**ENQUIRIES**: Ms P Mogale Tel No: (010) 493 2621

**POST 39/19**: CONTRACT IT CO-ORDINATOR REF NO: 2019/626/OCJ (Contract Valid Until 31 March 2020)

**SALARY**: R376 596 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement

**CENTRE**: Provincial Service Centre: East London

**REQUIREMENTS**: A three (3) year National Diploma/Degree in Information Technology, Three (3) years relevant experience of which 2 years must be at supervisory level. One year end user training. A valid driver’s license. An advanced certificate in ITIL will be an added advantage. Technical knowledge and 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 and 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 S Mponzo Tel No: (043) 726 5217

**POST 39/20**: SENIOR ADMINISTRATIVE OFFICER: SECURITY AND FACILITIES REF NO: 2019/638/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 plus a minimum of three years’ experience in the security environment: PSIRA Grade B Certificate; Sound knowledge of PAIA, MISS, OSHA, 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 the coordination 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 providers 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 39/21**: JUDGES' SECRETARY REF NO: 2019/627/OCJ (X2 POSTS)

**(3-Year Contract)**

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

**CENTRE**: Gauteng Local Division: Johannesburg

**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 by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dicta, phone 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 39/22**: STATE ACCOUNTANT: FINANCE REF NO: 2019/629/OCJ

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

**CENTRE**: Provincial Service Centre: Gauteng

**REQUIREMENTS**: A three (3) year National Diploma/Degree in Financial management/Accounting, Commerce, Cost and management Accounting, Public management or Business Administration, three years relevant experience in Financial environment with specific focus in salaries, payroll(Persal, payment on vote account and budget), A valid driver’s licence, Knowledge of Financial Management and Accounting., 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, knowledge of budgeting of vote account. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), problem solving skills, ability to work under pressure, individually and within a team, sound organising and planning skills, customer orientation and leadership abilities.
**DUTIES**

Supervise the salaries and pay roll section, Supervise the vote accounts, payments and budget section, maintain and keep salary returns, process salary deductions, control budget in accordance with monthly Budget Reports, ensure payments within 30 days, Control all financial Registers within payroll and vote account. Promote training to subordinates within the section, advise on capturing of budget/shifting on BAS and JYP, ensure correct project on the Budget, detect and deal with incorrect SCOA classifications, reconciliations and clearance of suspense/Control Accounts. Handle irregular expenditure, ensure reconciliation of PAYE, control over face value documents, control over expenditure on petty cash accounts, ensure complaints at all superior courts, Authorization of transactions on Persal and Bas ensure all processed documents are audit compliant, request and analyse expenditure reports, request and analyse expenditure reports, monthly checking of petty cash, implementation of Persal and assist in budget formulation, monitoring and reporting.

**ENQUIRIES**

Ms T Mbalekwa Tel No: (011) 335 0404

**POST 39/23**

STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: 2019/630/OCJ
(Contract valid until 31 March 2020)

**SALARY**

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

**CENTRE**

Gauteng Provincial Centre

**REQUIREMENTS**

A three (3) year National Diploma/Degree in Supply Chain Management or relevant equivalent qualification, At least (3) years relevant experience in Supply chain management and assets management, A valid Driver’s licence. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations, problem solving skills, ability to work under pressure an ability to work individually and within a Team, sound organising and planning skills, customer orientation and leadership abilities.

**DUTIES**

Keep and update all records on assets register, Barcode all newly acquired assets, conduct quarterly assets verifications and ensure that assets condition in the register matches the condition of its existence, identify assets for disposal and facilitate the transfer thereof, assists with reconciliation of the JYP assets register, maintain and update contract/lease register, monitor expiring contracts and advise, capture and update contract register, lease compliance certificates and keep addendums, facilitate and convene service provider meetings, facilitate and initiate stocktaking, ensure the release of purchase orders immediately to avoid late payments within 30 days, provisioning administration and supply chain management.

**ENQUIRIES**

Ms T Mbalekwa Tel No: (011) 335 0404

**POST 39/24**

CHIEF ACCOUNTING CLERK REF NO: 2019/631/OCJ
(Contract Valid Until 31 March 2020)

**SALARY**

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

**CENTRE**

Gauteng Provincial Centre

**REQUIREMENTS**

A three (3) year National Diploma/Degree in Public Administration, /Management, Finance management, Logistics management, procurement or any supply chain Management related qualification, at least three years’ relevant experience in Supply chain management and Assets management, A valid driver’s licence. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations, problem solving skills, ability to work under pressure an ability to work individually and within a team, sound organising and planning skills, customer orientation and leadership abilities.

**DUTIES**

Receive request for quotations from different components, overseeing the process of sourcing quotes, maintain supplier database in compliance with supply chain management policies, provide administrative support to provincial control committees, ensure that the procurement of goods and services are within respective delegation of authority, verify allocations, items and amounts of the requisition before processing, approve manual requisitions for LP
services within respective delegation of authority, verify allocations, items and amounts of the requisitions before processing. Ensure all open orders and requisition for the province are cleared on monthly basis. Ensure that invoices are paid within 30 days as prescribed, monitor that stores items are issued to end users, updating replenishment and stock takes are conducted. Coordinate and monitor the administration of contracts, coordinates and ensure the monitoring of commitments, coordinate the provision of logistics services and store management services, ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the province, coordinate 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.

**ENQUIRIES**: Ms T Mbalekwa Tel No: (011) 335 0404

**POST 39/25**: **LEGAL ADMINISTRATIVE OFFICER** **REF NO: 2019/628/OCJ**
(Contract Valid Until 31 March 2020)

**SALARY**: R257 073 per annum (MR-3) plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

**CENTRE**: Labour and Labour Appeal Court: Johannesburg

**REQUIREMENTS**: An LLB degree or a four-year legal qualification. The following will serve as an added advantage: A minimum of five years' post qualification legal experience and experience in the field of Constitutional law and human rights. The following will add as recommendation: Knowledge of legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act, and Regulations, Diversity management as well as transformation equity within the public service, proven ability to execute high level description and provide feedback, knowledge of communication systems. Skills and Competencies: Knowledge of promotion of Access to information Act, 2000(Act No.2 of 2000) and its application, Effective communication and presentation skills, leadership skills, teambuilding skills, interpersonal relations, conflict and knowledge management skills, analytical thinking skills, technical judgement, project management skills, research skills, managerial skills.

**DUTIES**: Effectively and efficiently correspondence with public private body and various other stakeholders, Research and retrieve material for library accessible to the court physically and electronically, proofreading and side checking of all draft judgements, draft legal documents and give legal advice to the Region regarding the interpretation and execution of powers and legal matters, Respond to petitions, representations and complaints from civil society and other Government Departments, Liaise with other departments, prosecutors, judiciary and communities oath the programmes around crime prevention. Prepare memorandum for appointment of commissioner of oath, appraisers and justice of peace, Recover the smooth functioning of specialised courts and municipal court in the Province i.e Sexual offences, family, equity community court awareness campaign on legislation administered by the Department. Support the courts regarding quasi-judicial functions.

**ENQUIRIES**: Ms T Mbalekwa Tel No: (011) 335 0404

**POST 39/26**: **ACCOUNTING CLERK, REF NO: 2019/632/OCJ**
(Contract Valid until 31 March 2020)

**SALARY**: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

**CENTRE**: Gauteng Provincial Centre

**REQUIREMENTS**: Grade 12 certificate with accounting as subject. 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 T Mbalekwa Tel No: (011) 335 0404
(Contract valid until 31 March 2020)

SALARY: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE: Thohoyandou High Court

REQUIREMENTS: Grade 12 or equivalent qualification. Skills and Competencies: Good communication, interpersonal and listening skills; Telephone etiquette; Computer literacy (MS Windows and MS Office) Ability to work under pressure and to solve problems; Accuracy and attention to detail.

DUTIES: Maintain high levels of professionalism and maintain a helpful attitude; Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk software application; Unlock accounts and Resets Passwords; Answer IT helpdesk telephone calls and emails and correctly/accurately allocate to the correct IT technician/team for resolution; Monitor logged service requests with specific reference to high priority calls; Become familiar with helpdesk policies and service level agreements; Assist in follow up of calls that are out of SLA.

ENQUIRIES: Mr T Masemola/Ms N Phadziri Tel No: (015) 230 4051 /4008

POST 39/28: SUPPLY CHAIN CLERK: ACQUISITION, LOGISTICS REF NO: 2019/634/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: Grade 12 or equivalent qualification Skills and Competencies: Ability to operate office equipment, ability to work independently and meet deadlines, ability to work under pressure, work in a team and prepared to work overtime when required, Excellent analytical, planning, organizational skills; Good interpersonal relations, Effective communication skills (written and verbal); Computer literacy; Job Knowledge; Communication skills; Flexibility; Accuracy; Aptitude of figures; Basic numeracy skills; Ability to perform routine tasks.

DUTIES: Capturing and processing of invoices, supplier payments as well expediting of Government orders, Provide administrative procurement support to all stakeholder, Receive and assess quotations, Assist end users with the compilation of compliant specifications, Capture requisitions on the Supply Chain System, Ensure that all relevant forms are attached, capturing of awarded contracts on National Treasury contracts registration application (CRA), Ensure procedures comply with SCM policies, Ensure proper filing and safe keeping of documents, ensure timeous processing of payments to suppliers, Receiving and issuing of stock items and Perform other duties as delegated by the supervisor.

ENQUIRIES: Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 39/29: ADMINISTRATION CLERK REF NO: 2019/635/OCJ
(Contract valid until 31 March 2020)

SALARY: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Pietermaritzburg High Court

REQUIREMENTS: Grade 12 or equivalent qualification. Skills and competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Planning and organisation; Language; Good verbal and written communication.

DUTIES: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical 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 when required, Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES: Ms L Marrie Tel No: (031) 372 3164
POST 39/30 : TYPIST REF NO: 2019/636/OCJ
(Contract valid until 31 March 2020)

SALARY : R145 281 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division Pretoria
Grade 12 or equivalent qualification; 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 and 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.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404

POST 39/31 : TYPIST REF NO: 2019/637/OCJ (X2 POSTS)

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

CENTRE REQUIREMENTS : Gauteng Division Pretoria
Grade 12 or equivalent qualification; 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 and 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.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404