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, 168, 14th Road, Noordwyk, Midrand, 1685.

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.

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.

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.

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 application to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.

CLOSING DATE

13 December 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 43/29: AUDIT AND RISK COMMITTEE MEMBERS REF NO: 2019/647/OCJ

SALARY: Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations and SAICA/AGSA tariffs. Employment Period: Appointment is for a period of three (3) years from 01 May 2020 to 30 April 2023 and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities. Required Members: 4 Members

CENTRE: National Department of the Chief Justice

REQUIREMENTS: A minimum three-year Bachelor’s degree. More than ten (10) years in Senior Management experience in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management;
Financial Management; Human Resource Management; Information and Communication Technology (ICT) and Corporate Governance; Knowledge of Project Management. Professional membership and good standing status is a requirement i.e. SAICA, IRMSA, CISA, BCI, IIA (SA); Legal Practice Council; GCB; ISACA; ACFE etc. Knowledge, understanding and exposure to relevant prescripts/policies (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and experience in serving on Audit and Risk Committees. Independence, Integrity, Reliability and dedication of time and energy to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills, Knowledge of the judicial and justice system and exposure to the legal fraternity will serve as an advantage.

**DUTIES:**

The Audit and Risk Committee (ARC) will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of financial, risk management, governance, performance evaluation and internal control. The ARC will amongst others, review the effectiveness of the Internal Audit Activity and provide direction; review the work of external auditors; the OCJ’s financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and provide direction; review the work of external auditors; the OCJ’s financial statements and performance information; and monitor compliance with legislation. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management’s response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of risk management, governance and controls within the Office of the Chief Justice.

**ENQUIRIES:**

Mr Ranako Mabunda Tel No: (010) 493 2500/2519

**POST 43/30:**

JUDGES’ SECRETARY (X2 POSTS)
(3-Year Contract)

**SALARY:**

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

**CENTRE:**

Gauteng High Court: Pretoria Ref No: 2011/649/OCJ
Land Claims Court: Randburg Ref No: 2019/650/OCJ

**REQUIREMENTS:**

Grade (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 diary, 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 43/31 : JUDGES’ SECRETARY REF NO: 2019/651/OCJ

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

CENTRE : Constitutional Court: Johannesburg

REQUIREMENTS : Grade (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 diary, 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 L Mothemane/Ms S Tshidino 010 493 2500/33

POST 43/32 : CHIEF SECURITY OFFICER REF NO: 2019/652/OCJ

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

CENTRE : High Court: Polokwane

REQUIREMENTS : A three-year National Diploma/Degree in Security or Risk Management plus a minimum of three years’ experience in the security environment and a valid driver’s licence. PSIRA Grade B Certificate and Sound knowledge of PAIA, MISA, OSHA, Access to Public premises and vehicles. Skills and Competencies: Computer literacy, Good communication skills (written and verbal), good interpersonal and public relations skills, good administration and organizational skills, customer service skills and ability to work under pressure.

DUTIES : Coordinate and guide provision of security, monitor the coordination of safety and security during key events, support courts on high profile cases, monitor the implementation of security and risk management plan, provide security advisory to management and maintain security value adding consultancy.

ENQUIRIES : Mr TD Masemola/Ms N Phadziri Tel No: (015) 230 4000/4051/4008

POST 43/33 : REGISTRAR REF NO: 2019/648/OCJ

SALARY : R257 073 – R912 504 (MR3 – MR5) (Salary will be in accordance with the 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 : High Court: Mthatha
**REQUIREMENTS**: An LLB Degree or 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 Book, 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, Deal with the files in terms of the relevant codes and Legislation.

**ENQUIRIES**: Mr S Mponzo Tel No: (043) 726 5217

**POST 43/34**: ADMINISTRATION CLERK (DCRS) (X2 POSTS)

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

**CENTRE**: Gauteng High Court: Pretoria Ref No: 2019/653/OCJ
Northern Cape High Court: Kimberley Ref No: 2019/654/OCJ

**REQUIREMENTS**: Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Word); Good problem solving skills; Accuracy and attention to detail; Operational knowledge of operating DCRS/CRT machine.

**DUTIES**: Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine. Make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and Record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

**ENQUIRIES**: Ms S Ruthven Tel No: (053) 807 2733
Ms T Mbalekwa Tel No: (011) 335 0404

**POST 43/35**: USHER MESSENGER (X2 POSTS)

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

**CENTRE**: Gauteng Local Division: Johannesburg Ref No: 2019/655/OCJ
Gauteng Division: Pretoria Ref No: 2019/656/OCJ

**REQUIREMENTS**: Grade 12 or equivalent qualification. Skills and Competencies, Knowledge of relevant legislations, Planning and organizing skills, Problem solving and Analysis, Time Management, Client Orientation and Customer Focus, Report writing skills, Negotiation skills, Communication skills, Attention to detail, Good interpersonal skills, Initiative driven and Flexibility.

**DUTIES**: 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. Facilitation of the smooth-running of the court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in court during the session. Making copies of court rolls and circulate according to distribution list. General messenger duties.

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