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. Note.

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.

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.

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.

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.

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, Corner President Brand and Fontein street, Bloemfontein, 9301.

CLOSING DATE

28 February 2020

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 06/17: DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 2020/16/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: A three year National Diploma/Degree in Strategic management and/or Public Administration (or equivalent relevant qualification). A post graduate qualification will be an added advantage. 3-5 years’ experience in strategic planning and/or Monitoring and Evaluation. Technical knowledge and Competencies: Knowledge of relevant legislation and understanding of Government planning processes. Behavioural competencies: Strategic capability and leadership skills, analytical thinking skills, problem solving and decision making skills, innovative and creative, people management, development and empowerment skills, financial management and budgeting skills, communication (verbal and written) skills, presentation and facilitation skills, client orientation and customer focus, results-driven, computer literacy.

DUTIES: Facilitate and coordinate the development of the Department Strategic plans and annual performance plans. Ensure alignment between Strategic plan, annual performance and programme’s operational plans. Facilitate approval and tabling of strategic plans and annual performance to Parliament within set timeframes. Oversee the implementation of the Strategic planning processes and workshops. Advise on the
alignment of Manager’s performance agreements with the Strategic plans and annual performance plans. Develop and implement a Departmental Strategic planning policy.

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

POST 06/18 : CHIEF REGISTRAR REF NO: 2020/17/OCJ

SALARY : R470 040 per annum. (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 : Bisho and Mthatha High Court


DUTIES : Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President, make input on amendments of Court rules. 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. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. 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. Ensure the highest level of Customer Care and Customer satisfaction and Manage PMDS of staff.

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

POST 06/19 : SENIOR LAW RESEARCHER REF NO: 2020/18/OCJ

SALARY : R473 820 per annum. (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 : Mmabatho High Court


DUTIES : To receive research request and /or quasi-judicial functions from Judges, to conduct research functions and allocate work equally to researchers. Perform Human Resource related functions in supervising Researchers. Attending regular meetings with management and Judges and ensure that all relevant information is conveyed to researchers. To compile all information gathered electronically or manually in data file along with a research report. To deliver research and discuss findings with relevant Judge. Have the ability to work on more than one research project at a time and still deliver exceptional quality research work, monitor and bring to the attention of justices regarding new development in law and jurisprudence. Perform any Court related work requested to improve the efficiency to the Court. To assist with the communication, organization and full secretariat functions for the Judge President Case Flow Management meetings.

ENQUIRIES : Mr OPS Sebapatso Tel No: (018) 397 7114

POST 06/20 : JUDGES SECRETARY (X6 POSTS)

SALARY : R257 508 per annum. The successful candidate will be required to sign a performance agreement. (Contract post include 37% in lieu of benefits)

CENTRE : Port Elizabeth High Court Ref No: 2020/19/OCJ (Permanent) Supreme Court of Appeal: Bloemfontein Ref No: 2020/20/OCJ (X5 Posts) (3 Years contact)
**REQUIREMENTS**: Grade (12). One (1) to three (3) years’ Secretarial experience or as an Office Assistant.; A valid driver’s licence; 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 (oral and written); Administration and organizational skills; Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure; 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 or 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**: Mr S Mponzo (Port Elizabeth) Tel No: (043) 726 5217
Ms M Luthuli (Bloemfontein) Tel No: (051) 406 8191

**POST 06/21**: REGISTRAR’S CLERK REF NO: 2020/21/OCJ
**SALARY**: R173 703 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Gauteng Division: Pretoria

**REQUIREMENTS**: Grade 12 or equivalent qualification. Skills and Competencies: Computer skills, good communication skills (written and verbal). Good interpersonal and Public Relation skills, Good Administration and Organisational skills; Customer Service skills; Ability to work under pressure; Additional Competencies, which may be of advantage: paralegal qualification, knowledge of court process and procedure.

**DUTIES**: Render efficient and effective support services to the Court; Issuing of Court process at General Office, case management duties; render counter service duties/functions. Prepare, analyse and submit Court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and archiving of both Civil and Criminal process; Attending to case management and set down notices; Act as a liaison between Judges and Legal Practitioners; Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders.; Prepare and send cases to transcribers for appeal and review purposes; attend to complaints from prisoners and members of the public; administrative duties in respect of mental health, petition, review and appeal matters; Act as a liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

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

**POST 06/22**: ADMINISTRATION CLERK (DCRS) REF NO: 2020/22/OCJ
**SALARY**: R173 703 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Port Elizabeth High Court

**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 and 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.

**ENQUIRIES**: Mr S Mponzo Tel No: (043) 726 5217
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<thead>
<tr>
<th>POST 06/23</th>
<th>ACCOUNTING CLERK REF NO: 2020/23/OCJ</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td>CENTRE</td>
<td>High Court Mthatha</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office), good communication skills (written and verbal), good interpersonal relations, planning and organising skills, problem solving skills. Behavioural competencies: Resilience, Honesty and integrity, flexibility, personal motivation, creative thinking reliability.</td>
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<tr>
<td>DUTIES</td>
<td>Process the payment of creditors, administer the collection of revenue, conduct payroll administration and pay claims, administer petty cash, prepare and process payment of S&amp;T claims for Judges and Officials, prepare manual requisitions and capture on JYP, receive and record all invoices in the invoice register, process payment of invoices within 30 days, issue receipts on monies paid in the cash hall.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr S Mponzo Tel No: (043) 726 5217</td>
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<tr>
<th>POST 06/24</th>
<th>ASSISTANT LIBRARIAN REF NO: 2020/24/OCJ</th>
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<tr>
<td>SALARY</td>
<td>R145 281 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td>CENTRE</td>
<td>Gauteng Division: Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification. Skills and Competencies: Communication; Computer literacy; Report writing; Research and planning; Problem Solving; Good Interpersonal relations; Creative and analytical thinking; Customer Oriented.</td>
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<tr>
<td>DUTIES</td>
<td>Assist with the management and control of the Library and its resources in line with the library code and other applicable prescripts; Assist with the ordering of library material approved by the Library Committee; Assist in classifying, cataloguing and indexing library material; Update loose leaf publications. Responsible for the sub-libraries outside the Court; Assist with running and maintenance of the library including the physical structure; Arrange for the binding of loose leaf publications; Conduct asset verification and stocktaking; Carry boxes on delivery of books to Judges Chambers; Assist with compiling of reports on library mater.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms T Mbalekwa Tel No: (011) 335 0404</td>
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<tr>
<th>POST 06/25</th>
<th>USHER MESSENGER REF NO: 2020/25/OCJ</th>
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<tr>
<td>SALARY</td>
<td>R122 595 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td>CENTRE</td>
<td>Gauteng Local Division: Johannesburg</td>
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<td>DUTIES</td>
<td>Escorting of Judges’ to the Court rooms. Rendering of administrative support functions to the Judges’ and the Court room crew. Maintenance of Courtrooms’ 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.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms T Mbalekwa Tel No: (011) 335 0404</td>
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