

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:



- 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.
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.
Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- CLOSING DATE** : 03 April 2020
- NOTE** : 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: 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 11/16** : **JUDGE'S SECRETARY REF NO: 2020/37/OCJ**
(12 Month Contract)
- SALARY** : R257 508. per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal: Bloemfontein
- 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 (verbal 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 formatting) of draft memoranda, decisions, opinions or judgement entries written by, or assigned by the Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including diary and phone typing); Arrange and diarize appointments, meetings and official visits

and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by the Judge; Update files and 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 Court; Management of the Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for the Judge as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange refreshments for the Judge and his/her visitors and attend to their needs; Manage the Judge's library and updating of documentation; Execute legal research as directed by the Judge and comply with all departmental prescripts, policies, procedures and guidelines

- ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191
- POST 11/17** : **ADMINISTRATION CLERK (ASSESTS), REF NO: 2020/39/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office (Midrand)
: Grade 12. Skills and Competencies: Knowledge of relevant legislation, Financial Management, excellent communication skills, Computer literacy, analytical skills. Behavioural Competencies: Ability to work under pressure and meet deadlines. Solution Oriented, Service Delivery Innovation (SDI) Client Orientation and Customer Focus.
- DUTIES** : Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased assets register. Perform the physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable, redundant and obsolete assets.
- ENQUIRIES** : Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2635/2533
- POST 11/18** : **ACCOUNTING CLERK REF NO: 2020/40/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Johannesburg
: Grade 12. Skills and Competencies: Computer literacy (MS Word and Excel). Knowledge of Batho Pele principles. Good communication skills, planning and organising skills, Attention to detail, to deal and work within deadlines.
- DUTIES** : Capturing S&T Claims and Sorting of all Payroll Certificates according to various pay points. Filling of documents and Capturing Salary related transactions.
- ENQUIRIES** : Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2635/2533