

**REPUBLIC OF SOUTH AFRICA
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.
Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley
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 12th floor, Cnr Pritchard and Kris Street, Johannesburg.
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. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.
- CLOSING DATE** : 14 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 12/28** : **STATE LAW ADVISOR, REF NO: 2020/41/OCJ**
- SALARY** : R763 212. per annum (LP7-LP8) (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 REQUIREMENTS** : National Office: Midrand
: An LLB or 4 years recognised legal qualification. At least 5 years' appropriate post qualification litigation or advisory experience. Admission as an advocate or attorney. A valid driver's licence. An understanding of the functioning of the Superior Courts would be an added advantage. Skills and Competencies: Legal Research and Analytical skills, problem solving and decision making skills, Good communication skills (written and verbal). Computer literacy, Planning and organising skills, and report writing skills.
- DUTIES** : Conduct legal research on Judges ethics and conduct of Judicial Officers, Establish and maintain Complaints Register of complaints lodged against Judges; Provide legal advisory on complaints lodged against Judges, Provide Secretariat support to the Judicial Conduct Committee and other Committees of the Judicial Service Commission; and Manage litigation process for the Judicial Service Commission.
- ENQUIRIES** : Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500
- POST 12/29** : **CHIEF REGISTRAR REF NO: 2020/42/OCJ**
Re-Advert Candidates who previously applied are encouraged to re-apply
- 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 REQUIREMENTS** : Northern Cape High Court: Kimberley
: An LLB Degree or equivalent qualification. At least 8 years' appropriate post qualification legal experience and a valid driver's license. Leadership and Managerial experience. Computer literacy. Skills and Competencies: Communication (Verbal and Non-verbal), Numerical Skills, Technical Expertise, Attention to detail, Planning, Organizing and Control, Problem solving

		and decision making skills, Customer service, interpersonal skills, conflict management, work ethic and motivation, Self-management, Professionalism appearance and conduct.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms S Ruthven Tel No: (053) 807 2733
<u>POST 12/30</u>	:	<u>CHIEF ADMINISTRATION CLERK, REF NO: 2020/43/OCJ</u>
<u>SALARY</u>	:	R257 508. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Labour And Labour Appeals Court: Johannesburg A three year National Diploma/Degree in Financial Management /Accounting/Commerce, Cost and Accounting, Public Management or Business Administration. Three years' relevant experience in financial environment. Skills and Competencies: Computer literacy, excellent communication skills (verbal and nonverbal), problem solving skills, Ability to work under pressure, individually and within team. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPFMA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS).
<u>DUTIES</u>	:	Supervise and render financial accounting transactions, Supervise and perform salary administration support services, Supervise and perform bookkeeping support services, render a budget support service, Supervise Human Resources/staff.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 12/31</u>	:	<u>ADMINISTRATION CLERK (LEGAL), REF NO: 2020/44/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg High Court A Grade 12. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations, Behavioural Competencies: Research skills, communication skills (verbal and written), minute taking skills, time management skills, Good reporting skills, Creative and analytical thinking skills, Computer literacy.
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate, Provide Administrative functions to the Regional Court President/Chief Magistrate, Compilation of statistics, Case Flow management, assisting Regional Court Registrar.
<u>ENQUIRIES</u>	:	Ms L Marrie Tel No: (031) 372 3168
<u>POST 12/32</u>	:	<u>ACCOUNTING CLERK, REF NO: 2020/45/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand A Grade 12. Skills and Competencies: Good communication skills, planning and organising skills, attention to detail, deal and work within deadlines, proven Computer literacy including MS Word & MS Excel, calculation skills. Knowledge of BAS and Persal.
<u>DUTIES</u>	:	Capturing S&T Claims, sorting of all Payroll Certificates according to various pay points, filling of documents, capturing salary related transactions on Persal and BAS. Administration of SARS PAYE
<u>ENQUIRIES</u>	:	Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500/2535/2533
<u>POST 12/33</u>	:	<u>ADMINISTRATION CLERK: ASSET CONTROLLER, REF NO: 2020/46/OCJ</u>
<u>SALARY</u>	:	R173 703. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Local Division: Johannesburg A Grade 12. Skills and Competencies: Knowledge of relevant legislation. Financial Management and Public Asset 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.
<u>DUTIES</u>	:	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 asset register. Perform the

ENQUIRIES

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.
Ms T Mbalekwa Tel No: (011) 355 0404