ANNEXURE I

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.

Kwazulu-Natal/Pietermaritzburg: 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.

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)(g) 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. 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.

POST 12/29 : CHIEF JUSTICE REF NO: 2020/42/OCJ

Salary: R747 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.

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and decision making skills, Customer service, interpersonal skills, conflict management, work ethic and motivation, Self-management, Professionalism appearance and conduct.

**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 intituation 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**: Ms S Ruthven Tel No: (053) 807 2733

**POST 12/30**: CHIEF ADMINISTRATION CLERK, REF NO: 2020/43/OCJ

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

**CENTRE**: Gauteng Local Division: Johannesburg


**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 asset register. Perform the

**ENQUIRIES**: Ms S Ruthven Tel No: (053) 807 2733

**POST 12/31**: ADMINISTRATION CLERK (LEGAL), REF NO: 2020/44/OCJ

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

**CENTRE**: Pietermaritzburg High Court

**REQUIREMENTS**: 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.

**DUTIES**: 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.

**ENQUIRIES**: Ms L Marrie Tel No: (031) 372 3168

**POST 12/32**: ACCOUNTING CLERK, REF NO: 2020/45/OCJ

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

**CENTRE**: National Office: Midrand

**REQUIREMENTS**: 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.

**DUTIES**: 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

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

**POST 12/33**: ADMINISTRATION CLERK: ASSET CONTROLLER, REF NO: 2020/46/OCJ

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

**CENTRE**: Gauteng Local Division: Johannesburg


**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 asset 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 T Mbalekwa Tel No: (011) 355 0404