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:
Judicial Support: Pretoria: 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.
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 application to 22 Molopo Road, Ayob Gardens: Mafikeng.
Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000. Applications can also be hand delivered to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town, 8000.
Free State: 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 application to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
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. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE: 07 August 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. 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 18/52: SENIOR ADMINISTRATIVE OFFICER, REF NO: 2020/74/OCJ
Re-advert Candidates who previously applied, are encouraged to re-apply

SALARY: R316 791 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: North West High Court: Mmabatho

REQUIREMENTS: A Three-year National Diploma/ Bachelor's Degree or equivalent qualification. 2– 3 years’ relevant administrative experience and a valid driver's licence. Skills and Competencies: Job knowledge of office management responsibilities, systems and procedures. Excellent Communication skills and proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/ drafting skills. Knowledge of electronic information resource and online retrieval. Strong leadership and management capabilities. Ability to work under pressure and art of interpreting. Customer services and time management skills. Report writing skills. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
**DUTIES**

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

**APPLICATIONS**
Applications may be submitted electronically via email:
OSebapatso@justice.gov.za / BOntong@justice.gov.za

**NOTE**
Electronic 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.

**POST 18/53**
REGISTRAR, REF NO: 2020/75/OJC
Re-advert Candidates who previously applied, are encouraged to re-apply

**SALARY**
R257 073 per annum (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**
North West high court: mbobatho

**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 support process to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, 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 OPS Sebapatso Tel No: (018) 397 7114

**APPLICATIONS**
Applications may be submitted electronically via email:
OSebapatso@justice.gov.za / BOntong@justice.gov.za

**NOTE**
Electronic 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.

**POST 18/54**
ADMINISTRATION CLERK, REF NO: 2020/76/OJC

**SALARY**
R173 703 per annum. The successful candidate will be required to sign

**CENTRE**
Judicial Support: Pretoria

**REQUIREMENTS**

**DUTIES**
Implementation of transactions on the Persal system in respect of permanent appointments, acting appointments and acting allowance of Judges, etc. Keep statistics of all activities and report accurate statistics to supervisors. Address administration enquiries to ensure the correct implementation of benefits for Judges. Administer remuneration and conditions of service with regard to Judges. Implementation of the Judges’ Remuneration Act and Regulations. Receipt of pay sheets which includes salary information as well as salary advices that must be sorted and posted to Judges. The pay sheets in respect of Judges’ must be verified, signed and filed for audit purposes. Type letters and/or other correspondence as and when required, and render general clerical support services.
ENQUIRIES: Ms C Schubart Tel No: (012) 315 1262
APPLICATIONS: Applications may be submitted electronically via email: applicationsNO@judiciary.org.za.
NOTE: Electronic 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.

POST 18/55: ADMINISTRATION CLERK, REF NO: 2020/77/OCJ

SALARY: R173 703 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Grahamstown High Court
DUTIES: Maintenance of registers daily. Capturing and processing invoices on JYP. Payment of suppliers on BAS. Provide administrative procurement support to all stakeholders. Receive and assess quotations. Assist end users with the compilation of compliant specifications. Capture requisitions on the system. Ensure compliance with SCM policies. Ensure proper filing and safe keeping of documents. Ensure timeous processing of payments to suppliers and perform any other task allocated by the Supervisor/Court Manager.

ENQUIRIES: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS: Applications may be submitted electronically via email: applicationsEC@judiciary.org.za.
NOTE: Electronic 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.

POST 18/56: DATA CAPTURER, REF NO: 2020/78/OCJ

SALARY: R145 281 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: High Court Western Cape Division: Cape Town
REQUIREMENTS: A Grade 12 or NQF level 4 qualification. Knowledge of clerical duties and the ability to capture date. Skills and Competencies: Good written and oral communication skills. Excellent in Microsoft Office Software. Ability to analyse statistics and ability to work under pressure.
DUTIES: Provide administrative support services. Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing; Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services. Update and file records. Continuous updating of information on computer for reporting purposes. Maintain OCJ recruitment database. Retrieve information as required.

ENQUIRIES: Ms M Baker or Ms L Adams Tel No: (021) 469 4000
APPLICATIONS: Applications may be submitted electronically via email: applicationsWC@judiciary.org.za.
NOTE: Electronic 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.

POST 18/57: SECURITY OFFICER, REF NO: 2020/79/OCJ

SALARY: R122 595 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: North West High Court: Mmabatho

REQUIREMENTS: Grade 12 or equivalent qualification. The following will serve as an added advantage:
Three years’ experience, PSIRA. Grade A Certificate. Firefighting Certificate. First Aid Certificate. Safety certificate (SAMTRAC) and a Valid Driver’s licence.


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

APPLICATIONS: Applications may be submitted electronically via email: OSebapatso@justice.gov.za/ORntong@justice.gov.za

NOTE: Electronic 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.