

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



- APPLICATIONS** : **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.
Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town.
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** : 04 September 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 20/20** : **COURT MANAGER REF NO: 2020/80/OCJ**
- SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour And Labour Appeals Court: Johannesburg
- REQUIREMENTS** : A three (3) year relevant qualification in management or administration. 6-8 years' experience in supervisory or junior management. A valid driver's licence, Technical knowledge and competencies: Knowledge of human resources, Financial, asset and supply chain management, Understanding of facilities and security management. Leadership capabilities. Behavioural Competencies: Effective communications skills, Good interpersonal skills, Problem solving skills, Conflict management skills, Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Division to optimally deliver on the, OCJ mandate, provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division, Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support, Monitor the overall performance of the Court and enhance Judicial stakeholder relations, Provide effective and efficient management of facilities and security services to the Judiciary.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- APPLICATIONS** : may be submitted electronically via email: applicationsGAU@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 20/21** : **LAW RESEARCHER REF NO: 2020/81/OCJ**
(3 Year Contract)
Re-advert: Candidates who previously applied, are encouraged to re-apply
- SALARY** : R376 596 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** : An LLB degree or four year recognized legal qualification; Sound knowledge of domestic and international legal databases. Library and book-based research knowledge, 1-year relevant legal research experience; A valid driver's licence will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organising ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.
- DUTIES** : Conduct legal research as required by the Judges and other personnel of the Court; Perform proof reading functions, drafting of speeches, conference notes and legal articles; Monitoring and bringing to the attention of Judges of the Court recent developments in case law and jurisprudence; checking judgments for style and accuracy of citations; Perform quasi-judicial functions; Attend to additional duties as assigned.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191
- APPLICATIONS** : may be submitted electronically via email: applicationsFS@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 20/22** : **JUDGES SECRETARY REF NO: 2020/82/OCJ (X2 POSTS)**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: Western Cape
- REQUIREMENTS** : Grade (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant.; A valid driver's license; 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 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; 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 : Ms M Baker Tel No: (021) 469 4000
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 20/23 : **CHIEF ADMINISTRATION CLERK REF NO: 2020/83/OCJ**
Re-advert Candidates who previously applied, are encouraged to re-apply

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

CENTRE : Labour And Labour Appeals Court: Johannesburg
REQUIREMENTS : 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).

DUTIES : Supervise and render financial accounting transactions. Supervise and perform salary administration support services. Supervise and render budget support services. Supervise Human Resources/staff. Supervise Supply Chain Management and transport services.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 355 0404
APPLICATIONS : may be submitted electronically via email: applicationsGAU@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 20/24 : **ADMINISTRATION CLERK (ASSETS CONTROLLER), REF NO: 2020/84/OCJ**
Re-advert Candidates who previously applied, are encouraged to re-apply

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

CENTRE : Gauteng Local Division: Johannesburg
REQUIREMENTS : 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 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) 335 0404
APPLICATIONS : may be submitted electronically via email: applicationsGAU@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 20/25** : **DATA CAPTURER REF NO: 2020/85/OCJ**
Re-advert Candidates who previously applied, are encouraged to re-apply
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal (Bloemfontein)
- REQUIREMENTS** : A Grade 12 or equivalent qualification. Skills and Competencies: Good 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 Luthuli Tel No: (051) 406 8191
- APPLICATIONS** : may be submitted electronically via email: applicationsFS@judiciary.org.za
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