

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** : **National Office: Midrand/** Office Of The Chief Justice: 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.
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.
Mpumalanga (Mbombela): Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.
Limpopo: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- CLOSING DATE** : 02 October 2020
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. 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 22/92** : **INFORMATION COMMUNICATION TECHNOLOGY PROJECT MANAGER**
REF NO: 2020/116/OCJ
Re-Advertisement Candidates, who previously applied, are encouraged to re-apply)
- SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three (3) year Bachelor's degree with preference for a B Sc., B Sc (Eng), B Sc (Computers/IT) or equivalent. Project management diploma or Certificate i.e. PMP, Prince 2 or equivalent required. Five (5) years of relevant ICT project management experience. At least five (5) years of relevant ICT Project Management experience, preferably infrastructure and software development background. 5 or more years' experience in managing multiple teams across multiple projects and methodologies. Experience with traditional and agile projects. Exposure to Agile, alternative delivery methodologies and frameworks, PMO structures and functions. Exposure to business processes analysis, change management, system integration. Exposure to Active Directory. Group policies, services, and roles. Exposure in the management of Office 365 or other cloud-based solutions. Valid Driver's licence. Technical knowledge and competencies: Knowledge of Project Management Methodologies. A good understanding of the ICT industry, Project Governance and Government processes. Create and maintain fit for purpose project methodology, practices and tools in line with best practices and that will enable the efficient and effective delivery of projects. Ensure applicable project documentation is created in line with methodology. Behavioural Competencies: Effective leadership, interpersonal and communication skills. Impact and influence. Good understanding of the procurement process including negotiation with third parties. Good knowledge of program and project management methods including MSP and PRINCE2 or PMBOK. Good knowledge of budgeting and resource allocation procedures. Sufficient seniority and credibility to advise project teams on their projects in relation to the program and also to resolve conflicts. The ability to find ways of solving or pre-empting problems.
- DUTIES** : Coordinate the development of Service Level Agreements and the Portfolio Management Frameworks and Methodologies. Develop project plan or relevant management and delivery approach OR Project management life cycle. Ensure that projects are delivered on time, in budget and to the required quality standard as per project schedule. Identify and manage project dependencies, risks, issues and impediments. Manage, monitor and evaluate the cross functional team assigned to the project.
- ENQUIRIES** : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/2533
- POST 22/93** : **LAW RESEARCHER REF NO: 2020/101/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State High Court: Bloemfontein
- REQUIREMENTS** : An LLB degree or four (4) years' recognized legal qualification. Three (3) years relevant legal experience. A valid driver's licence. 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

- POST 22/94** : **IT INTERNAL AUDITOR–DATA ANALYTICS REF NO: 2020/102/OCJ**
(6 Months Contract)
- SALARY** : R316 791 per annum plus 37% per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : An undergraduate qualification (NQF level 6/7) in Information Systems/Informatics Computer Science/Internal Auditing/Accounting/Commerce or equivalent. One (1)-two (2) years' experience in IT audit/Data Analytics environment. Ability and willingness to travel extensively across the country. A valid driver's licence. Technical Knowledge/Competencies: Information and Data Analysis Application of Audit Technology/CAATs. Knowledge of Business Process Analysis and Re-engineering Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Behavioural Competencies: Supervisory Skills. Analytical Thinking. Self-driven and ability to meet deadlines. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis.
- DUTIES** : IT Audit planning, business process reviews, execution, project quality and reporting. Coding of scripts in SQL or through the use of analytics tools, testing scripts and validating results before document audit work papers. Assist with management of the Internal Audit technology and Data Analytics Tools. Engagement with IT, System and Data Owners as well as the Administrators. Data analytics, collating and reporting of data on monthly and quarterly basis to Management and for each audit project.
- ENQUIRIES** : Mr Ranako Mabunda Tel No: (010) 493 2500/ 2519
- POST 22/95** : **HUMAN RESOURCE PRACTITIONER REF NO: 2020/103/OCJ**
Re-Advertisement 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** : Provincial Service Centre: Limpopo
- REQUIREMENTS** : A three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system (Attach certificates). Supervisory experience will be an added advantage. A valid code B drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislation/ Directives. Knowledge of PERSAL system. Good communication skills (written and verbal). Good interpersonal and public relation skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.
- DUTIES** : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advise the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices. Approve transaction on PERSAL according to delegations. Prepare reports on Human Resource Administration issues and statistics.
- ENQUIRIES** : Mr T Masemola/ Ms N Phadziri Tel No: (015) 230 4051/ 4008
- POST 22/96** : **JUDGES SECRETARY REF NO: 2020/104/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement

- CENTRE REQUIREMENTS** : Mpumalanga High Court: Mbombela
 : Grade twelve (12). One (1) - 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 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** : Mr V Maeko/ Mr M Jele Tel No: (013) 753 9308/ 082 309 0910
- POST 22/97** : **ADMINISTRATION CLERK (ASSETS) REF NO: 2020/105/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Provincial Service Centre
 : Grade twelve (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. Assist during departmental audits.
- ENQUIRIES** : Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000
- POST 22/98** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2020/106/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Midrand
 : Grade twelve (12) with accounting as a passed subject. Skills and Competencies: Good communication skills (verbal and written). Excellent organisational and planning skills. Good interpersonal skills. Computer literacy (Ms Word, Excel, PowerPoint and other software packages).
- DUTIES** : Receive, record and deposit money paid in the petty cash office. Issue receipts and allocate revenue. Issue petty cash funds and reconcile the petty cash account. Recover of documentation for replenishment of cash. Maintain accounting records for easy access and future reference. Capture and compile sundry payments advices. Assists in attending audit queries and provide copies of documents when necessary. Compile the payments register. Identify outstanding payments from the invoice register. Safekeeping and filling of payments advices (batch processing). Ensure adherence and compliance with related legislation and Departmental Policies.

- ENQUIRIES** : Mr H Lekwane Tel No: (011) 493 2500
- POST 22/99** : **ADMINISTRATION CLERK DCRS REF NO: 2020/107/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Pietermaritzburg High Court
- DUTIES** : Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer literacy (MS Word). Good problem solving skills. Accuracy and attention to detail. Operational knowledge of operating DCRS/CRT machine
Operate the recording machine and recording of Court proceedings. Ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before Court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing.
- ENQUIRIES** : Pietermaritzburg -Ms L Marrie Tel No: (031) 372 3164
- POST 22/100** : **MESSENGER, REF NO: 2020/108/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: East London
Grade ten (10) or ABET plus a minimum of two (2) years' experience as a messenger. A valid code 8 driver's license plus Public Driver Permit (PDP) will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Attention to detail. Problem solving skills. Ability to liaise with team members and members of the public. Ability to work under pressure. Ability to work independently as well as in the team. Good organising skills. Good interpersonal relations skills, must be responsible and have good work ethics.
- DUTIES** : Collect and deliver mail. Distribute mail to various offices. Collect post bag from the Post Office. Transport officials to various destinations. Daily delivery and collection of posts from Post Office. Distribution of urgent/ hand delivered mail to various offices. Delivery of outgoing mail to Post Office. Maintenance of register of mail distribution and ensure safeguarding of all correspondence.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 22/101** : **INVITATION TO SERVE ON THE AUDIT AND RISK COMMITTEE (4 MEMBERS) OF THE NATIONAL DEPARTMENT: OFFICE OF THE CHIEF JUSTICE REF. NO. 2020/100/OCJ**
(Re-Advertisement)
Term: Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract, which sets out their duties and responsibilities.
- SALARY** : Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations and SAICA/AGSA tariffs.
- CENTRE REQUIREMENTS** : Office of the Chief Justice
A Bachelor's degree and more than ten (10) years in senior management experience in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Corporate Governance; Knowledge of Project Management. A professional qualification is a requirement. Registration as CIA /CISA /CA / Finance professional in good standing with SAICA. Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an advantage. Knowledge, understanding and exposure to relevant prescripts/ policies (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and experience in serving on Audit Committees. Independence, Integrity, Reliability and dedication of time and energy to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills.

DUTIES

: Responsibilities: The Audit and Risk Committee (ARC) will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of financial, risk management, governance, performance evaluation and internal control. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of risk management, governance and controls within the Office of the Chief Justice.

ENQUIRIES
NOTE

: Mr Ranako Mabunda Tel No: (010) 493 2500/ 2519
: the following is required with regards to candidates: Application must be submitted in writing and must contain the following: Detailed Curriculum Vitae, motivation for appointment, certified copies of the identity document and qualifications obtained not older than three (3) months; and verification of foreign qualifications by South African Qualification Authority (SAQA). Background verification, including criminal records and citizenship checks, will form part of the selection process. Preference will be given to candidates whose appointment will enhance representivity. Correspondence will be limited to short-listed members only. No late application will be accepted.