

## 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.*

**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.
- Gauteng Division: Pretoria/ Provincial Service Centre: 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 X14, Vlaeberg, 8018, or hand deliver applications to 30 Queen Victoria Street, Cape Town, 8000.
- Grahamstown/ Port Elizabeth/ Mthatha/ Bisho:** 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.
- Kwa-Zulu Natal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

**CLOSING DATE**

- : 28 December 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](http://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 28/61** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: 2020/157/OCJ**

**SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office (Midrand)  
: A Three-year National Diploma/B Degree in Security Management, Security Risk Management or in Social Sciences that is security related. Minimum of five (5) years relevant experience of which three (3) years should be at supervisory level experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments) security services. Proficient in Microsoft Office Suite. A valid driver's licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager's Course. PSIRA Grade A-registered will be an added advantage. Skills and Competencies: Sound written and verbal communication skills. Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management, Public Finance Management Act (PFMA), Treasury Regulations and Occupational Health and Safety Act. Management of public funds. Contract management skills. Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.

**DUTIES** : Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks. Respond to incidents and limit exposure and liability in all areas of information, Financial, physical, personal and reputation risk. Manage the deployment of effective technology solutions and innovative security management techniques to safeguard the institution's assets including intellectual property. Manage the policies procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution, optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary. Executives and managers, employees and public. Maintain database of security related information to assist in strategic decisions and management. Manage, coordinate and oversee the provision of close, in-transit and static protection services. Manage and coordinate capacity building and security awareness programmes. Implementation of the department's security policy and Standard operating procedures in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers.

**ENQUIRIES** : Ms B Rakgotho Tel No: (010) 493 2500

**POST 28/62** : **CHIEF REGISTRAR REF NO: 2020/158/OCJ**  
Re-Advertisement Candidates who previously applied, are encouraged to re-apply)

**SALARY** : R473 820 per annum (MR6) (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** : Gauteng Division: Pretoria  
: An LLB Degree or a four (4) year Legal qualification. A minimum of eight (8) years' post qualification legal experience. Computer literacy. Leadership and Managerial experience. A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical Expertise. Attention to detail. Planning, organizing and control. Problem solving and decision

- making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics 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 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. Manage PMDS of staff.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 28/63** : **ADMINISTRATIVE OFFICER (FINANCE SECTION) REF NO: 2020/159/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Grahamstown High Court  
: A three (3) year relevant National Diploma /Degree. Five (5) years' relevant experience. Relevant Supervisory experience. Skills and competencies: Knowledge of BAS and JYP. Computer literacy. Ability to work under pressure. Accuracy and attention to detail. Administrative and organisational skills. Good communication skills. Flexibility. Ability to perform routine tasks. Ability to work independently and under pressure. Ability to meet deadlines. Problem solving skills and good interpersonal relations. The following will serve as an added advantage: Supply Chain Management Certificate, Knowledge of PFMA and DFI.
- DUTIES** : Exercise control over Vote Account and procurement. Assist with budget planning, monitoring and control. Check and authorise transactions on BAS and JYP. Checking of all financial documents to ensure compliance with prescripts. Supervision of subordinates. Authorise transactions within the delegation. Manage records within the section. Manage performance of officials and discipline. Checking of all relevant registers. Compile statistics and reports. Custody of the reserve stock. Give support to the Court Manager. Assist with fleet management. Checking of Travelling & Subsistence allowances. Handle correspondence and draft memoranda. Give inputs to AFS and any other administrative tasks allocated by the supervisor.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 28/64** : **JUDGES SECRETARY REF NO: 2020/160/OCJ**  
Three-Year Contract
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division: Grahamstown  
: Grade twelve (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** : Provide general secretarial/administrative duties to the Judge. 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 (including dictaphone typing). Arrange and diarize appointments, meetings and 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 and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. 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 refreshments 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 departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 28/65** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Bisho High Court (The incumbent will be based in East London Circuit Court) Ref No: 2020/161/OCJ  
Grahamstown High Court (The incumbent will be based in Port Elizabeth High Court), Ref No: 2020/162/OCJ
- REQUIREMENTS** : A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (English, Afrikaans, isiZulu, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quadi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 28/66** : **ADMINISTRATION CLERK REF NO: 2020/163/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Labour Court: Western Cape
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Experience in Clerical/ Administration functions will be an added advantage. A valid driver's licence will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Good interpersonal and public relations skills. Ability to work under pressure and to solve problems. Customer service. Document management.

**DUTIES** : Provide support services to Case Flow Management. Render effective and efficient support services to the court. Render counter service duties/ functions. Document management. Provide any administrative support as required by the Judiciary, Court Manager and /or Supervisor.

**ENQUIRIES** : Ms L Adams/ Ms M Baker Tel No: (021) 469 4000

**POST 28/67** : **ACCOUNTING CLERK REF NO: 2020/164/OCJ**

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

**CENTRE REQUIREMENTS** : Provincial Service Centre: Gauteng  
Grade twelve (12) or equivalent qualification with Accounting as a passed subject. One (1) year experience in financial environment will serve as an added advantage. A valid driver's licence will be an added advantage. Skills and Competencies: Knowledge of BAS and PERSAL Systems. GRAP Standards, Confidentiality, Integrity, Honesty, Time Management and Good Interpersonal skills. Basic knowledge of Financial Management. Computer Literacy.

**DUTIES** : Perform quality checks on received invoices. Prepare sundry allocation and ensure that supporting documents for appointed service provider/s are attached. Prepare claims for payments and ensure they adhere to PFMA. Check if the creditor advice payment is signed/ authorised by the delegated official. Check if the purchase order, quotation, invoice is attached to the batch. Register payments to be requested on monthly basis. Ensuring that batches are signed and checked by the supervisor after the payment has been implemented. Check if VA26 is attached to a claim. Capture all invoices and S & T claims on excel spreadsheet. Opening of new files. Ensuring that all files are labelled. Filing of various documents.

**ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404

**POST 28/68** : **ACCOUNTING CLERK REF NO: 2020/165/OCJ**

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

**CENTRE REQUIREMENTS** : Provincial Service Centre: KZN  
Grade twelve (12). Skills and Competencies: Computer literacy, Good communication skills (written and verbal), Ability to work with stakeholders in a professional and empathetic manner, Good interpersonal relations, Accuracy and attention to detail, Team work, Job Knowledge, Basic Numeracy, Aptitude for figures.

**DUTIES** : Render Financial Accounting transactions. Perform salary administrative support services. Render a budget support service. Capturing sundry and creditor payments within 30 days. Capturing S&T and cellphone claims. Maintenance of registers. Capture receipts on BAS. Distribute payslips. Administer petty cash.

**ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164

**POST 28/69** : **REGISTRAR'S CLERK REF NO: 2020/166/OCJ**

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

**CENTRE REQUIREMENTS** : Grahamstown High Court  
Grade twelve (12). Six (6) months' experience will serve as an added advantage. A valid driver's licence will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal & written). Computer literacy. Numerical skills. Attention to detail. Planning, organising and controlling skills. Problem solving and decision making skills. Customer service oriented. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines.

**DUTIES** : Render efficient and effective support services to the Courts. Issuing of Court processes at general office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit court statistics. Maintain and keep all registers for civil and criminal matters. Filing and archiving of both civil and criminal processes. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisition of accused persons

from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

**ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217

**POST 28/70** : **REGISTRAR'S CLERK: CASE FLOW REF NO: 2020/167/OCJ**

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

**CENTRE** : High Court Mthatha

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Experience in Clerical /Administration functions will be an added advantage. Skills and competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Customer service skills and ability to work under pressure. Good interpersonal and public relation skills.

**DUTIES** : Provide support services to case flow management. Render efficient and effective support services to the court. Issuing of summons at General office. Update case progress on ICMS. Render counter service duties/functions. Prepare issue and analyse court statistics. Maintain and keep all registers for Civil and criminal matters. Filing and storage of all Civil and Criminal process. Issue warrant of arrest for defaulters. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Deal with correspondence and attend to general public enquiries. Issue all processes that initiate court proceedings. Prepare and send case to transcribers for appeal and review purposes. Prepare and binding appeals and review. Attend to complains from prisoners and members of the public. Provide administrative support in general as requested by Court Manager and Supervisor.

**ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217

**POST 28/71** : **USHER MESSENGER REF NO: 2020/168/OCJ**

**SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Local Division: Johannesburg

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Valid driver's licence will serve as an added advantage. Previous experience will serve as an added advantage. Skills and Competencies: Knowledge of the relevant legislation. Computer literacy. Planning and organizing skills. Problem solving and Analysis. Time Management. Client orientation and customer focus. Report writing skills. Driving skills. Negotiation skills. Communication skills. Attention to detail. Good interpersonal skills. Initiative driven and Flexibility.

**DUTIES** : Escorting of Judges to the court rooms. Rendering of administrative support functions to the Judges and the court room crew. Maintenance of court rooms' records. Facilitation of the smooth-running of the court rooms. Collection and distribution of court files.

**ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404