

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 and preference will be given to Women and Persons with Disabilities.

**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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Supreme Court of Appeal: 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.
- Gauteng Division: Pretoria/ Labour and Labour Appeals Court: Johannesburg: 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 the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- 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 applications to 22 Molopo Road, Ayob Gardens: Mafikeng.
- 06 April 2021

CLOSING DATE
NOTE

- : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. www.dpsa.gov.za/vacancies/ www.judiciary.org.za. 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 six 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the Pre-entry 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. 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:

OTHER POSTS

- POST 10/49** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 2021/78/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
National Diploma/Bachelor Degree in Labour Relations/Human Resource Management specializing in Labour relations/Employment Relations or equivalent qualification. A minimum of five (5) years working experience in a labour relations environment. A valid driver's licence. Willingness to travel. Skills and Competencies: Problem solving skills. Planning, organising and time management. Excellent verbal and written communication including negotiation and diplomacy. Policy analysis and development. Research and analysis. Ability to operate Microsoft office programmes effectively. Ability to work under pressure and people's management. In depth knowledge and understanding of all relevant Human Resources Legislative Framework, Regulations and Prescripts.
- DUTIES** : Coordinate and handle all misconduct cases in the Department promptly and effectively. Finalise all grievances and complaints received from employees in the Department timeously. Provide support in terms of representing the Department at the Departmental Bargaining Chamber. Develop and manage the information and records of all activities in the Employment Relations unit and capturing of cases on Persal. Accurately update the case management system. Provide training and advocacy relating to Employment Relations matters. Serving as an employee relations expert. Providing guidance and conducting comprehensive investigations for all complex and escalated issues or those representing significant risk to the Department. Coordinate effective collective bargaining within the Department by ensuring healthy working relationship and engagement with the relevant recognised trade unions. Assist in the management of strike action within the Department. Perform timeous resolution of disputes and escalate to the unit Manager where appropriate. Ensure procedural and substantive compliance in the management of grievances. Competently represent the Department at external disputes resolution forums.
Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
- ENQUIRIES**
- POST 10/50** : **CHIEF ADMINISTRATIVE CLERK REF NO: 2021/79/OCJ**
(Contract valid until 31 March 2022)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: Johannesburg
A three (3) year relevant National Diploma/Degree. Two years' relevant experience in administrative environment. Supervisory experience. Skills and Competencies: Communication skills. Computer Literacy. Planning and Organising skills. Job Knowledge. Flexibility. Interpersonal Relations and Teamwork.
- DUTIES** : Knowledge of departmental policies, prescripts and Batho Pele principles. (Client Service). Administer the training and performance management within unit. Render administrative support services. Supervise all staff within unit. To enhance efficiency by implementing processes aimed at ensuring the functioning of legal and administrative procedures in a timely fashion.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 10/51** : **JUDGES SECRETARY REF NO: 2021/80/OCJ (X2 POSTS)**
(12 Months 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** : North West High Court (Mahikeng)
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.

- DUTIES** : Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- ENQUIRIES** : 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 O Sebatatso Tel No: (018) 3977114
- POST 10/52** : **ADMINISTRATION CLERK REF NO: 2021/81/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Pretoria
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Experience in Clerical/administration functions will be an added advantage. Skills and Competencies: Good communication skills (verbal and written). Computer Literacy. Ability to work under pressure. Good interpersonal and Public Relation skills. Customer service skills.
- DUTIES** : Render efficient and effective support services to the Court. Render counter service duties/functions. Document management.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 10/53** : **DATA CAPTURER REF NO: 2021/82/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. A three (3) year relevant National Diploma/Degree in Public Administration/ IT will serve as an added advantage. Skills and Competencies: Good communication skills. Excellent in Microsoft office software. Ability to analyse statistics. Ability to work under pressure.
- DUTIES** : Provide administration support service. Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Update and file records, continuous updating of information on computer for reporting purposes and retrieve information required.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4573
- POST 10/54** : **SWITCHBOARD OPERATOR REF NO: 2021/83/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Zero (0)-two (2) years' experience as a telecom operator or receptionist. Skills and Competencies: Telephone etiquette. Customer service skills. Conflict management. Good interpersonal skills. Good communication skills. Punctuality and Diligence. Honesty and Integrity. Computer skills.
- DUTIES** : Render an efficient telephone service to the OCJ Head Office. Answer incoming and outgoing calls. Transfer calls to relevant extensions. Provide a messaging service to clients for unanswered calls. Ensure that switchboard equipment is

functional and maintained and maintain call register. Complete accurate telephone accounts for dissemination to the OCJ staff. Provide departmental contact information to internal and external stakeholders. Attend to queries and perform other administration duties as may be allocated from time to time. Quality assurance of monthly national telecoms accounts. Maintain and update telephone database. Notifications on system challenges and interrupted service.

ENQUIRIES

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