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 (Act55) 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.

Durban/Kwazulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

Bloemfontein/Supreme Court of Appel: 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: 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/ Mahikeng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE

16 April 2021

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.

ERRATUM: Kindly note that the position of Registrar’s Clerk, Free State High Court with Ref No: 2021/71/OCJ, Data Capturer, Supreme Court of Appeal: Bloemfontein with Ref No: 2021/74/OCJ and Registrar, Durban High Court with Ref No: 2021/38/OCJ advertised on Public Service Vacancy Circular 09 dated 12 March 2021 with a closing date of 26 March 2021 have been withdrawn, and the closing
date for the position of Assistant Director: Labour Relations advertised on Public Service Vacancy Circular 10 dated 19 March 2021 with a closing date of 06 April 2021 has been extended to 16 April 2021. We apologise for any inconvenience caused.

OTHER POSTS

POST 11/40 : ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: 2021/84/OCJ

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : A three-year National Diploma/ B Degree in Fleet Management, Transport Management or Logistics / Supply Chain Management. Three (3) years functional experience in managing government fleet and or transport services of which two (2) years should be at a supervisory level. A valid code EB or higher driver’s licence. Proficient in Microsoft Office Suite. Knowledge of managing leased motor transport and fleet services accounts will be an added advantage. Skills and competencies: Sound written and verbal communication skills. Knowledge and understanding of applicable Public Finance Management Act and Regulations. Knowledge and understanding of Government fleet management policies, circulars and procedures. Knowledge and understanding of Government SCM, Asset and Contract Management policies and procedures relating to fleet services, effective resource and financial management. Computer literacy. Conflict management and innovation. Ability to function independently and advise management on best practise solutions for the department’s fleet.

DUTIES : Manage, coordinate and implement an efficient and well maintained fleet service at all levels of the department. Guide and coordinate the implementation of fleet management policies, procedures and applicable legislation. Effective asset management (acquisition, administration, utilisation, care, maintenance and disposal) of all fleet assets. Monitor and manage compliance to road traffic management legislation. Institute corrective, investigative and disciplinary processes to prevent abuse; fraud and losses of vehicle and departmental assets. Overseer and manage service level agreements by service providers. Information management of vehicles assets relating to administration, payments, recoveries, losses, repair and maintenance.

ENQUIRIES : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 11/41 : JUDGES SECRETARY REF NO: 2021/87/OCJ

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

CENTRE : North West High Court (Mahikeng)

REQUIREMENTS : 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.

Mr O Sebapatso/ B Ontong Tel No: (018) 3977114/ 7064

ENQUIRIES


(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 : National Office: Midrand

REQUIREMENTS : A three (3) year national Diploma /Degree in Public Administration Management, Finance Management, Logistics Management, procurement or any Supply Chain management related qualification. A minimum of three (3) years relevant experience in supply chain management. A valid driver’s licence. Skills and competencies: Computer literacy, excellent communication skills (verbal and written). Understanding of PFMA, PPPFA, B-BBBEE Act, SCM Framework and preferential procurement Regulations, problem solving skills, ability to work under pressure and ability to work individually and within a team. Sound organising and planning skills, customer orientation and leadership abilities.

DUTIES : Compilation of demand management plans and procurement plans, Development of specifications/Terms of reference, compiling of Bid documents, conduct briefing sessions and closing of Bids, invitation of Bids, serve as a secretariat of Bid specification and Bid Evaluation committee, maintaining of filling system for waded contracts, capture all awarded contracts on a bid register and update bid register.

ENQUIRIES : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 11/43 : PERSONAL ASSISTANT TO CHIEF DIRECTOR: COURT ADMINISTRATION SERVICES REF NO: 2021/94/OCJ

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

CENTRE : National Office: Midrand

REQUIREMENTS : Secretarial Diploma or equivalent qualification, Minimum of three (3) years’ experience in rendering a support service to Senior Managers. Experience in operating at a National Institution/Department and exposure in a legal or superior courts environment will serve as an added advantage. Knowledge and understanding of the relevant legislation/ policies/ prescripts and procedures governing the Public Service. Basic knowledge on financial administration. Skills and Competencies: Good communication. Planning and organising skills. Good telephone etiquette. Good people skills. High level of reliability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provide a secretarial/ receptionist support service to the Chief Director. Render administrative support services. Coordination of meetings for the Chief Director. Support the Chief Director with the administration of the Units budget. Understanding of the relevant Public Service and departmental prescripts/policies and other governance documents and ensure that proper application thereof.

ENQUIRIES : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 11/44 : REGISTRAR (CASE FLOW MANAGEMENT) REF NO: 2021/85/OCJ

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 : KZN High Court: Durban

REQUIREMENTS : An LLB Degree or a four (4) year Legal qualification. A minimum of two (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 and support to the Judiciary. Attend to and execute requests from the Judiciary in connection with cases referred to case management and case management related matters. Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the uniform rules of court and practice directives. Assist the Judge President/designated case management Judge with the facilitation of pre-trial conferences (drawing of the roll). Capturing outcomes, distribution of files to Judges, preparation of pre-trial notices and pre-trial certificates. Act as liaison between case management Judges and legal practitioners. Maintaining of statistics on cases referred for case management/pre-trials. Updating and submission of statistics on the case management tool. Supervision and management of staff in the case flow office/section. Provide practical training and assistance to the Registrars Clerk. Exercise control over the management and safekeeping of case records and the record room for the case flow office/section. Deal with the files in terms of the relevant codes and legislation.

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

**POST 11/45**: REGISTRAR REF NO: 2021/86/OCJ (Contract valid until 31 March 2022)

**SALARY**: R257 073 per annum plus 37% in lieu of benefits (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**: Supreme Court Of Appeal: Bloemfontein

**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. Analytical skills. Ability to work under pressure and meeting of deadlines.

**DUTIES**: Co-ordinate Case Flow Management support process to the Judiciary. Co-ordinate the issuing and receipt of all applications for leave to appeal, appeals, interlocutory applications and taxation notices. Quality check of applications for leave to appeal and appeal records, heads of argument and practice notices filed at the court. Prepare written correspondence and check court orders. 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**: Ms M Luthuli Tel No. (051) 492 4523

**POST 11/46**: PROVISIONING ADMINISTRATION CLERK REF NO: 2021/89/OCJ (X2 POSTS)

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

**CENTRE**: Provincial Service Centre: Gauteng

**REQUIREMENTS**: Grade twelve (12) or equivalent qualification. A relevant qualification and experience in Supply Chain Management will be an added advantage. A valid driver’s license will be an added advantage. Knowledge of Public Finance Management Act (PFMA), PPPFRA, BBB-EE Act and Treasury Regulations. In-depth knowledge of financial systems, e.g. JYP and BAS. Skills and Competencies: Planning and organizing skills. Good interpersonal relations. Effective communication skills (written and verbal). Computer literacy. Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required.

**DUTIES**: Sourcing quotation as per National Treasury guidelines. Receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System. Request, prepare and compile quotes. Ensure that all relevant forms are attached. Extend the validity periods of quotes in advance of
expiry dates. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.

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

POST 11/47 : ADMINISTRATION CLERK REF NO: 2021/90/OCJ
(Contract valid until 31 March 2022)

SALARY : R173 703 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 : Grade twelve (12) or equivalent qualification. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.

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DUTIES : Render general clerical support services including administration of fleet and day-to-day maintenance services; Provide supply chain clerical support services; Provide personnel administration clerical support services; Provide financial administration support services; Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required; Keep and maintain incoming and outgoing document register of the component.

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

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CENTRE : Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.

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(Contract valid until 31 March 2022)

SALARY : R173 703 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 : Grade twelve (12) or equivalent qualification. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.
ENQUIRIES : Ms M Luthuli Tel No. (051) 492 4523

POST 11/50 : HANDYMAN REF NO: 2021/93/OCJ
(Contract valid until 31 March 2022)

SALARY : R122 595 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court of Appeal: Bloemfontein
Grade twelve (12) or abet level four (4). Qualification in plumbing, electrical or carpentry will be an added advantage. Skills and Competencies: Occupational Health and Safety Act, Knowledge on how to operate hand and power tools, Knowledge of building infrastructure layouts. Computer literacy and basic software (Outlook, Excel and Word) Behavioural Competencies: Communication skills. Team participation. Reliability. Innovative.


ENQUIRIES : Ms M Luthuli Tel No: (051) 492 4523