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.

Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20551, 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

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

Durban: 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

CLOSING DATE: 23 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.
OTHER POSTS

POST 12/22 : IT INTERNAL AUDITOR–DATA ANALYTICS REF NO: 2021/95/OCJ
(12 Months Contract)

SALARY : R316 791 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand


DUTIES : The successful candidate will report to the Audit Manager, and their responsibilities will include: 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 : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 12/23 : SENIOR COURT INTERPRETER REF NO: 2021/97/OCJ

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

CENTRE : Gauteng Local Division: Johannesburg

REQUIREMENTS : A National Diploma in Legal Interpreting or equivalent relevant qualification. A 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 (Afrikaans, isiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, 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: 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 quasil-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 : Ms T Mbalekwa Tel No: (011) 355 0404

POST 12/24 : LIBRARIAN REF NO: 2021/98/OCJ

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

CENTRE : Gauteng Division: Pretoria

REQUIREMENTS : A three-year National Diploma/Degree in Library Science/ Information Science or equivalent qualification. Minimum of two (2) years’ experience in Library and information systems. Knowledge of Library and Information Science matters. Knowledge of library prescripts. legislation, procedures, processes and library services. Experience in legal library will be an added advantage. Skills and
**Competencies:** Good written and oral communication skills. Planning, organising and control. Computer Literacy (Microsoft Office). Analytical thinking. Decision making skills. Ability to work under pressure. Language proficiency. Conflict management and supervisory skills.

**DUTIES:**
- Render an effective and efficient library and information service to the users of the library and chambers. Manage the library and information systems. Assist with the book selection for the library and chambers. Classify and catalogue the High Court library material. Render reference and information services for the High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services.

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

**POST 12/25**
**JUDGES SECRETARY (X4 POSTS)**
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:**
Gauteng Local Division: Johannesburg Ref No: 2021/99/OCJ (X1 Post)
Gauteng Division: Pretoria Ref No: 2021/100/OCJ (X3 Posts)

**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.

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

**POST 12/26**
**REGISTRAR REF NO: 2021/96/OCJ**

**SALARY:**
R257 073 per annum, (MR3-MR5) (Salary will be in accordance with 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:**
Gauteng Local Division: Johannesburg

**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. Attributes: Ability to work independently, to be meticulous, to think logically, and to practice good time management. 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 process to the Judiciary. Manage the issuing of all processes initiating Court proceedings. Co-ordinate appeals and reviews. Quality check Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of subordinates. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars’ Clerks. 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. 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. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgements by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend to judicial support functions. Issue court orders and attend to office management. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.

**ENQUIRIES**

Ms T Mbalekwa Tel No: (011) 355 0404

**POST 12/27**

**ACCOUNTING CLERK**

**REF NO:** 2021/101/OCJ

**SALARY**

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

**CENTRE**

Mpumalanga Provincial Service Centre

**REQUIREMENTS**

Grade 12 or equivalent qualification with Accounting as a passed subject. A National Diploma/Degree in Finance/Accounting will be an added advantage. One (1) year experience in Financial Environment will serve as an added advantage. Skills and Competencies: Knowledge of BAS and PERSAL system, GRAP Standards. Confidentiality, Integrity, Honesty, Time Management and Good Interpersonal skills, Basic knowledge of financial management. Computer literacy.

**DUTIES**

Quality check invoices/claims received; prepare invoices/claims for payment in compliance with PFMA, TR and departmental financial prescripts. Capture sundry and creditor payments within 30 days. Perform proper filing and batch control (all source documentation attached), including reporting (BAS reports). Capture all invoices received in invoice control register and payments made in payments register. Update the weekly travel payments register for submission to National Office. Open new files when necessary; filing of documents. Assist with obtaining documentation requested during audits. Perform a support service in other tasks when instructed. Perform salary administrative support service/ Distribute payslips and IRP 5’s. Render a budget support service. Receipt and registration of S&T, cell phone and overtime claims. Assist and render a support service in respect of all queries received.

**ENQUIRIES**

Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000