

## 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. 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/ 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.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- Mthatha/ Bhisho/ Port Elizabeth:** 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:** Durban/Pietermaritzburg: 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.
- Middelburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.

**CLOSING DATE**

: 28 June 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/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://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 DPSS Directive on the implementation of competency based assessments.

**ERRATUM:** The post of Court Manager (Middelburg High Court), with Ref No: 2021/129/OCJ advertised in Public Service Vacancy Circular 20, dated 04 June 2021 with a closing date 21 June 2021, the enquiries has been amended as follows: Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000.

#### **OTHER POSTS**

- POST 21/27** : **CHIEF REGISTRAR REF NO: 2021/136/OCJ**
- 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  
 : Matric plus 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 license. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical Expertise. Information Technology. 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) 335 0404
- POST 21/28** : **IT CO-ORDINATOR REF NO: 2021/133/OCJ**  
 (Re-advertisement), Candidates who previously applied need not to re-apply.
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre, Cape Town  
 : Matric plus a relevant three year post matric IT qualification in IT/ Matric plus relevant IT certification with training/ project management modules and a minimum of three (3)- years' appropriate experience. A minimum of two (2) years' experience in LAN Support Services. A minimum of one (1)-year End User Training. Project and systems management. Experience in network administration, helpdesk first line support. A valid driver's license. Skills and Competencies: Knowledge of Government prescripts, regulations and laws. Knowledge of development of the user training manuals, guidelines and procedures and drafting of budget. Knowledge of Public Sector IT environment, Project Management and Change Management. Good communication skills. Interpersonal skills. Problems Solving.

- Training and Presentation skills, Planning and Organising skills and Customer Service Orientation.
- DUTIES** : Conduct infrastructure assessment and coordinate all the IT related activities within the Region. Technical Support. Provide IT Business Systems Training. LAN Support and Evaluation on IT Business Systems within the Region. Write and respond to correspondence and provide practical training and assistance.
- ENQUIRIES** : Ms. M Baker/ Ms. L Adams Tel No: (021) 469 4000
- POST 21/29** : **IT CO-ORDINATOR REF NO: 2021/134/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre, KZN
- REQUIREMENTS** : Matric plus a relevant three year post matric IT qualification in IT/ Matric plus relevant IT certification with training/ project management modules and a minimum of three (3)- years' appropriate experience. A minimum of two (2) years' experience in LAN Support Services. A minimum of one (1)-year End User Training. Project and systems management. Experience in system's administration, helpdesk first line support and reporting. A valid driver's license. ITIL certification. Skills and Competencies: Knowledge of Government prescripts, regulations and laws. Knowledge of development of the user training manuals, guidelines and procedures and drafting of budget. Knowledge of Public Sector IT environment and change management. Good communication skills. Interpersonal skills. Problems Solving and analysis. Training and Presentation skills. Planning and Organising skills. Customer service orientated.
- DUTIES** : Conduct infrastructure assessment, applications support and coordinate all the IT related activities within the Region. Manage project for the roll-out of business systems and training. Compile provincial reports on the IT system usage and Project Status Report. Liaise with Contracted Service Providers at the regions. Provide application first line support and liaison with the End-Users and LAN support. Provide/ conduct functional training on Business Systems Applications. Provide End-User assistance with IT solutions and systems in the regions. Develop training manual/ training on new and existing applications.
- ENQUIRIES** : Mr. NM Zondi Tel No: (033) 345 8211
- POST 21/30** : **LAW RESEARCHER REF NO: 2021/135/OCJ (X2 POSTS)**  
Five-Year Contract
- SALARY** : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg
- REQUIREMENTS** : Matric plus an LLB degree or four (4) years' recognized legal qualification. A minimum of one (1) year post-qualification work experience in Legal Research. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Administrative and organising skills. Decision making skills. Time management skills. Customer service orientated and assertiveness. Attention to detail. Initiative. Ability to maintain calm. Ability to work under pressure and meet deadlines. Good interpersonal relations.
- DUTIES** : Conduct legal research as required by the Judges. Maintain a repository of research products. Ensure the effective and efficient use of legal materials allocated to the court. Proof reading of and citation checking of all draft judgements. Prepare draft speeches and or papers for local and international conferences where requested. Alert Judges of new developments in the law.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 21/31** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2021/137OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of the High Court: Middelburg

- REQUIREMENTS** : Matric plus a three-year National Diploma/ Bachelor's Degree or equivalent qualification. A minimum two (2) years' relevant administrative experience. A valid driver's license. Skills and Competencies: Job knowledge of office management responsibilities, systems and procedures. Excellent Communication skills and proficiency in English (verbal and written). Interpretation of law, legal writing/drafting/ drafting skills. Knowledge of electronic information resource and online retrieval. Strong leadership and management capabilities. Ability to work under pressure and art of interpreting. Customer services and time management. Report writing. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Provision of support on Case Flow Management. Render administrative services within the Office. Provision of Asset Management services. Provision of Financial and Supply Chain Management Services. Preparation of petitions. Attend to other related duties as assigned by the office. Management of staff.
- ENQUIRIES** : Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000
- POST 21/32** : **SENIOR ADMINISTRATIVE OFFICER: INTEGRITY AND ETHICS OFFICER REF NO: 2021/138/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric plus an appropriate National Diploma /Bachelor's Degree or equivalent qualification on NQF level 6. A minimum two (2) years' experience in the Integrity & Ethics or Fraud prevention environment. Completion of online course on Ethics in the Public Service is a must. Certified as Ethics Officer is desirable but not a must requirement. Knowledge of e-disclosure system is a must. Knowledge of the labour relations, general public administration, Public Service Regulations, Public Finance Management Act (PFMA), Public Service Act and Treasury Regulations. No criminal records. A valid driver's license. Skills and Competencies: Knowledge of MS Office (Word, Excel and Outlook). Knowledge of operating financial disclosure system (e-disclosure system). Knowledge of relevant legislatures related to management of Ethics, Fraud and anti-corruption. Client orientation and customer focus. Results/quality management. Problem solving and analysis. Service delivery innovation. Planning and organizing.
- DUTIES** : Coordinates the activities of Integrity and Ethics Management. Coordinate e-Disclosure and provide e-Disclosure support to the other categories of employees. Manage other Remunerative Work outside the public service. Manage the acceptance of Gifts. Manage all Administrative requirements, reporting and records management, resources and correspondences of integrity and ethics management subsection. Assist with the coordination of Ethics Committee meetings. Conduct awareness to all the OCJ employees.
- ENQUIRIES** : Ms. S Tshidino and Ms. B Rakgotho Tel No: (010) 493 2500/ 8774
- POST 21/33** : **JUDGES SECRETARY REF NO: 2021/140/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court, Port Elizabeth
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. 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** : Typing (or format) of draft memorandum decision, opinions or judgment entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments 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 the 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 21/34**

: **JUDGES SECRETARY REF NO: 2021/141/OCJ**

Three-Year Contract  
(Re-Advertisement), Candidates who previously applied are encouraged to re-apply

**SALARY**

: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

: Durban High Court: KZN

**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**

Mr. NM Zondi Tel No: (033) 345 8211

**POST 21/35**

: **SENIOR COURT INTERPRETER REF NO: 2021/142/OCJ**

**SALARY**

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

**CENTRE**

: Pietermaritzburg High Court: KZN High Court

**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 isiZulu. A valid driver's license 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 quasi-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. NM Zondi Tel No: (033) 345 8211

**POST 21/36** : **ADMINISTRATION CLERK (DCRS) REF NO: 2021/143/OCJ**

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

**CENTRE** : Pietermaritzburg High Court: KZN High Court

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Appropriate experience in general administration will serve as an added advantage. Skills and Competencies: Good administration and organising skills. Communication (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Customer care service skills and ability to work under pressure.

**DUTIES** : 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. Provide any other administrative support as required by the Judiciary, Court Manager and /or Supervisor.

**ENQUIRIES** : Mr. NM Zondi Tel No: (033) 345 8211

**POST 21/37** : **ADMINISTRATION CLERK (DCRS) REF NO: 2021/145/OCJ**

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

**CENTRE** : High Court, Bhisho

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Zero (0) to two (2) years' experience will serve as an added advantage. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Communication (written and verbal). Computer literacy (MS Office). Attentive to details. Good interpersonal skills. Initiative driven and flexibility.

**DUTIES** : Maintenance of Registers daily. Accurate recording of cases in court/ court proceedings on CRT machines. Safe keeping of court documents & CDs. Downloading of court proceedings on CDs. Ensure proper filing is done. Compile statistics daily. Provide any other task allocated by the Supervisor/ Court Manager.

**ENQUIRIES** : Ms. N Biko Tel No: (043) 726 8580

**POST 21/38** : **ACCOUNTING CLERK REF NO: 2021/147/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. 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** : Preparing and capturing of sundry and creditor payments. Ensure invoice are paid within 30 days. Administer collection of revenue by issuing receipts for cash payments. Compile receipt batches and capture them on BAS. Control petty cash. Prepare and process S&T and cellphone claims. Prepare Manual requisition and capture on JYP. Generate BAS reports. Proper filing of physical payments and receipts batches for audit purposes. Maintenance of all registers. Distribute payslips.
- ENQUIRIES** : Ms. N Biko Tel No: (043) 726 8580
- POST 21/39** : **MESSENGER DRIVER REF NO: 2021/149/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pietermaritzburg High Court: KZN
- REQUIREMENTS** : 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** : 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. Collect and deliver mail. Driving court vehicles.
- ENQUIRIES** : Mr. NM Zondi Tel No: (033) 345 8211