

OFFICE OF THE CHIEF JUSTICE

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:



- APPLICATIONS** : **Middelburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, 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.
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
16 July 2021
- CLOSING DATE** : 16 July 2021
- NOTE** : 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. 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: The post of Senior Administrative Officer (Middelburg High Court), with Ref No: 2021/137/OCJ advertised in Public Service Vacancy Circular 21, dated 11 June 2021 with a closing date 28 June 2021, has been withdrawn. We would like to apologies for the inconvenience caused by this.
- OTHER POSTS**
- POST 24/29** : **SENIOR ADMINISTRATIVE OFFICER, REF NO: 2021/154/OCJ**
Re-Advertisement: Candidates who previously applied are encouraged to re-apply
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division Of The High Court: Middelburg
	:	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 licence. 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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000
<u>POST 24/30</u>	:	<u>JUDGES SECRETARY, REF NO: 2021/155/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	High Court Western Cape Division, Cape Town
	:	Grade twelve (12) or equivalent qualification with typing/ Secretarial Diploma. One (1) to three (3) years' Secretarial experience or as an Office Assistant. A Paralegal Qualification and/ or 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. A valid driver's license. 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. Excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	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. Render registrar duties for the judge in the court and also while on circuit 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 receptions for the Judge and his or her visitors and attend to their needs. Management of Judge's library resources and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Ms. M Baker/ Ms. L Adams Tel No: (021) 469 4000