

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.
- Provincial Service Centre:** 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.
- Free State:** 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

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 copies of all qualification/s and ID document. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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 Senior Court Interpreter: High Court Thohoyandou, Ref No: 2021/171/OCJ advertised on DPSA Circular 26 with a closing date of 16 August 2021 has been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

<u>POST 30/132</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: 2021/180/OCJ</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	A Three-year National Diploma/B Degree in Security Management, Security Risk Management or in Social Sciences that is security related. Minimum of five (5) years relevant experience of which three (3) years should be at supervisory level. Experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments). Security services. Proficient in Microsoft Office Suite. A valid driver's licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager's Course. PSIRA. Grade A-registered will be an added advantage. Skills and Competencies: Sound written and verbal communication skills. Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management, Public Finance Management Act (PFMA), Treasury Regulations and Occupational Health and Safety Act. Management of Public funds. Contract management skills. Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.
<u>DUTIES</u>	:	Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the Department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks. Respond to incidents and limit exposure and liability in all areas of information, financial, physical, personal and reputation risk. Manage the deployment of effective technology solutions and innovative security management techniques to safeguard the institution's assets including intellectual property. Manage the policies, procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution, optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary, Executives and Managers, employees and public. Maintain database of security related information to assist in strategic decisions and management. Manage, coordinate and oversee the provision of close, in-transit and static protection services. Manage and coordinate capacity building and security awareness programmes. Implementation of the department's security policy and standard operating procedures in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers.
<u>ENQUIRIES</u>	:	Ms S Tshidino/Ms. B Rakgotho Tel No: (010) 493 2500
<u>POST 30/133</u>	:	<u>SENIOR HR OFFICER REF NO: 2021/181/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Gauteng
<u>REQUIREMENTS</u>	:	Grade 12 plus a three year National Diploma/Degree in Human Resource Management/Public Management/Public Administration or an equivalent qualification. Three (3) years' experience in all functions of Human Resource Management within the public Sector. Knowledge of PERSAL and HR utilization will be an added advantage. A valid driver's licence. Skills and Competencies: Computer literacy, knowledge of the relevant Human Resource Management Legislation/Directives, Knowledge of PERSAL system. Good communication skills(written and verbal), planning and organizing skills, problem solving skills, supervisory and leadership skills, time management, confidentiality and ability to work under pressure and adhere to deadlines.
<u>DUTIES</u>	:	Supervise, plan and coordinate the activities of the HR officers to contribute to the rendering of a professional human resource management service e.g

		Personnel Development, Performance Management , Discipline and ensure quality of work, supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical Aid, Injury on duty, termination long service recognition, overtime, relocation, pension allowances and HR provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probation reports etc). address human resource management practices, inform, guide and advise the department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices, approve transaction on Persal according to delegations. Prepare reports on Human Administration issues and statistics.
<u>ENQUIRIES</u>	:	Ms. T Mbalekwa Tel No: (011) 355 0404
<u>POST 30/134</u>	:	<u>ADMINISTRATION CLERK REF NO: 2021/182/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Gauteng Division: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. Experience in Clerical/Administration functions will be an added advantage. Skills and Competencies: Computer skills, good communication skills (Written and verbal), good interpersonal and Public Relation skills, Ability to work under pressure.
<u>DUTIES</u>	:	Render efficient and effective support service to the Court, render counter service duties/functions, document management.
<u>ENQUIRIES</u>	:	Ms. T Mbalekwa Tel No: (011) 355 0404
<u>POST 30/135</u>	:	<u>ADMINISTRATION CLERK REF NO: 2021/183/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court Of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. A three year National Diploma/Degree in Logistics/Transport Management/Public Management and Administration will serve as an added advantage. A valid driver's licence. Skills and Competencies: Good communication skills(verbal and written),Computer literacy, good interpersonal skills, good administration and organisational skills, Customer service skills, Ability to work under pressure, Attention to detail.
<u>DUTIES</u>	:	Transport and logistics duties, managing of Judges Vehicles and government vehicles, procurement of goods and services. Compiling and capturing of sundry and purchase order payments using JYP and BAS systems. Facilitate human resource management transactions, filing, leave and performance management documents on PERSAL system.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 492 4573