

## 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. 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/Gauteng Local Division: 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.
- CLOSING DATE** : 17 September 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 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.

## OTHER POSTS

- POST 31/43** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2021/184/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office Midrand
- REQUIREMENTS** : Grade 12 plus three (3) years' National Diploma/Degree. A minimum of two (2) years experience in office administration, minute taking and secretariat support. High-level administrative, communication, research and report writing

- skills. High level of Computer literacy and sound knowledge of Microsoft Office suite. Code 8 driver's licence. Skills and Competences: Good understanding of the application of Government and Departmental Policies. Sound understanding of financial policies as guided by Treasury Regulations. Ability to meet tight deadlines and the ability to deliver under pressure.
- DUTIES** : Provide administration and office support in the Institutional Secretariat Service Unit. Coordinating meetings arrangements and assisting in rendering secretariat support to the Office of the Chief Justice Governance Structures. Assist with the monitoring and following up on the implementation of Committee Resolutions. Monitor Budget, MTEF Process and Payroll for the ISS unit.
- ENQUIRIES** : Ms S Tshidino/Ms B Rakgotho Tel No: 010) 493 2500
- POST 31/44** : **JUDGES SECRETARY REF NO: 2021/185/OCJ (X2 POSTS)**  
One-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 REQUIREMENTS** : Gauteng Division: Pretoria  
Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's licence. 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 details. Customer 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 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 dicta phone 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. After a case has been completed and opinion, decision or judgement entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of 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 receptions for the Judge and his visitors and attend to their needs. Management of Judge's library and updating of loose-leaf publications. 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 31/45** : **JUDGES SECRETARY REF NO: 2020/186/OCJ**  
(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 REQUIREMENTS** : Gauteng Local Division: Johannesburg  
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 details.

**DUTIES**

: Customer service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and Research capabilities.  
: 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 after hours and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and opinion, decision or judgement entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of 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 receptions for the Judge and his visitors and attend to their needs. Management of Judge's library and updating of loose-leaf publications. 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 31/46**

: **ADMINISTRATION CLERK REF NO: 2021/187/OCJ**

**SALARY**

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

**CENTRE**

: National Office: Midrand

**REQUIREMENTS**

: Grade twelve (12). An appropriate Bachelor's Degree/National Diploma in Office, Public or Business Administration or equivalent qualification on NQF level 6 will be an added advantage. A minimum of one (1) year experience in office administration, customer service and business support. Ability to efficiently manage the administration in the office of the Director through among others; the management of due dates, reports, compliance and meeting facilitation. Technical knowledge and Competencies: Knowledge of business and administrative procedures. Knowledge of basic Financial Administration and Public Finance management Act. Experience in Office Administration and or Secretarial duties. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Project management of routine office administration. Analytical evaluation of documents, information and processes. Document and information production. Behavioural Competencies: Problem solving. Interpersonal skills. Good communication skills (verbal and written). Good telephone etiquette. Good writing skills. Time management. Conflict handling skills. High level of reliability. Confidentiality. Good planning and organising skills. Ability to work under pressure and individual honesty and integrity.

**DUTIES**

: Provide a professional administrative support services to the Director and Directorate. Provide personnel administration, clerical support services within the component. Provide supply chain clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES**

: Ms S Tshidino/Ms. B Rakgotho Tel No: 010) 493 2500