

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.

Bloemfontein: 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

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x2033, Mmabatho, 2735 or hand deliver application to 22 Molopo Road, Ayob Gardens: Mafikeng.

Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20051, Mbombela, 1200, or hand deliver applications to the Mpumalanga Division of the High Court, Office of the Chief Justice, 311 Samora Machel Drive, Mbombela 1200.

CLOSING DATE

: 15 October 2021

NOTE

: All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated

by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). 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/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

- POST 34/93** : **CHIEF REGISTRAR REF NO: 2021/188/OCJ**
- SALARY** : R473 820 - R885 744 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal: Bloemfontein
- REQUIREMENTS** : 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/Competencies: Excellent communication skills (verbal and written); Numerical skills; Technical Expertise; Information Technology; Attention to detail; Planning and organizing; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethics and motivation; Self-management; Professional 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; Make input on amendments of Court rules; Practice Directives to improve efficiency at the Supreme Court of Appeal; Implement directives issued by the President of the Supreme Court of Appeal; Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the Supreme Court of Appeal; Reporting, compile training manuals and provide training to Registrars and Clerks; 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 M Luthuli Tel No: (051) 492 4523
- POST 34/94** : **ASSISTANT DIRECTOR: EVENT COORDINATOR REF NO: 2021/189/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand (South African Judicial Education Institute)
- REQUIREMENTS** : Grade 12 (Matric) plus National Diploma/Degree in Project Management, Management, Events Management Degree (Social Science / Law would be advantageous) ; 3 years' working experience in providing event coordination/ logistical support in a training environment; Experience on virtual training platforms. Experience in producing training reports and A valid driver's license. Technical Knowledge/Competencies: Excellent logistical support; Knowledge of SAJEI Act; Experience of working with online training platforms (e.g. ZOOM/MS TEAMS); Good understanding of departmental prescripts and frameworks (e.g. departmental codes); Batho Pele Principles; Understanding of SA Criminal justice sector especially the Judiciary; Experience in report writing and minute taking; Advanced Computer Literacy; Basic financial

- management; Good report writing skills. Behavioural Competencies: Planning and organizing; Interpersonal and diplomacy; Good networking and communication skills (verbal and written); Presentation and Facilitation skills; Problem solving and analysis; Knowledge Management; Ability to work on specific time-frames; Ability to work under pressure; Conduct training analysis.
- DUTIES** : To implement Judicial Education Workshops in compliance with SAJEI Standard Operating Procedure (SOP); provide logistical and administrative support for webinars and/or seminars of Judicial officers as per SAJEI SOP; To ensure timeous submission of Event Coordinators monthly reports; To maintain accurate records management; Submit Training reports timeously.
- ENQUIRIES** : Ms S Tshidino/Ms. B Rakgotho, Tel No: 010) 493 2500
- POST 34/95** : **REGISTRAR (X2 POSTS)**
- SALARY** : R257 073 – R533 772 per annum (MR3 –MR5) (Salary to be determined in accordance with experience as per OSD salary 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** : North West High Court Ref No: 2021/190/OCJ
Mbombela High Court Ref No: 2021/191/OCJ
- REQUIREMENTS** : Matric plus 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. 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 2; Interpersonal skills; Conflict management; Strong work ethics; Professionalism; Ability to work under pressure and meeting of deadlines; Results driven; Honesty/Trustworthy; Observance of confidentiality.
- DUTIES** : Co-ordination of Case Flow management and support to the Judiciary; Attend to and execute requests from the judiciary in connection with cases referred to case management and case management related matters; Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and practice directives; Assist the Judge President/designated case management Judge with the facilitation of Pre-Trial conferences (drawing of the roll); Maintaining of statistics on the case management tool; Supervision and management of staff; Provide practical training and assistance to the registrar's Clerk ; Excise control over the management of appeals and reviews; Deal with the files in terms of the relevant codes and Legislation. Attend to taxations.
- ENQUIRIES** : Mpumalanga- Mr M Jele Tel No: (013) 758 0000
North West- Mr OPS Sebatso Tel (018) 397 7114
- POST 34/96** : **MESSENGER REF NO: 2021/192/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal: Bloemfontein
- REQUIREMENTS** : Grade 10 plus a minimum of two (2) years' experience as a messenger; A valid driver's license. Public Driver Permit (PDP) will be an added advantage. Skills and Competencies: Computer Skills (MS Office); Good communication skills (verbal and written); 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 a team; Good organizing 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 post 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 and driving court vehicles.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4523