

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. Women and People with Disabilities are encouraged to apply.

**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:** 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.
- KwaZulu-Natal/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens: Mafikeng.
- Eastern Cape:** 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.
- Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000. Applications can also be hand delivered to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

CLOSING DATE**NOTE**

- 20 March 2020**
- Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 three 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.

OTHER POSTS

- POST 09/19** : **SENIOR COURT INTERPRETER REF NO: 2020/30/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Polokwane High Court
- REQUIREMENTS** : A National Diploma in Legal Interpreting or equivalent relevant qualification and a minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages. A valid driver's licence; 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; Time management and ability to work under pressure.
- DUTIES** : Court proceeding; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of Court records; Develop terminology; coin words, control and supervision of Interpreters; Perform specific line and Administrative support functions to the Judiciary; Court Manager and Supervisor.
- ENQUIRIES** : Mr TD Masemola/Ms N Phadziri Tel No: (015) 230 4000/4051/4008
- POST 09/20** : **SENIOR COURT INTERPRETER REF NO: 2020/31/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Port Elizabeth High Court
- REQUIREMENTS** : A National Diploma in Legal Interpreting or equivalent relevant qualification. and a minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages. (Afrikaans and i-Xhosa). A valid driver's licence; Knowledge of any foreign Language or sign 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; Time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of Court records; Develop terminology; coin words, Control and supervision of Interpreters; Perform specific line and Administrative support functions to the Judiciary; Court Manager and Supervisor.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 09/21** : **REGISTRAR (X2 POSTS)**
- SALARY** : R257 073 per annum (MR3 – MR5) (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** : Mmabatho High Court, Ref No: 2020/28/OCJ
Durban High Court Ref No: 2020/29/OCJ (Re-Advertisement: Candidates who previously applied are encouraged to re-apply)
- REQUIREMENTS** : An LLB Degree or a four (4) year Legal qualification. A minimum of 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; Interpersonal skills; Conflict management; Strong work ethics; Professionalism; Ability to work under pressure and meeting of deadlines.

- DUTIES** : Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating Court Proceedings; Co-ordinate appeals and reviews, Process, unopposed divorces and the facilitation of Pre-Trial conferences; Quality checks on Criminal Record Book, authenticate signatures of Legal Practitioners, notaries and Sworn Translators; Supervision and management of staff; Provide practical training and assistance to the Registrars' Clerks; Ensure annotation of relevant publications, codes, acts and rules, Attend to and execute requests from the Judiciary in connection with cases and case related matters; Exercise control over the management and safekeeping of case records and the record room; Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : North West: Mr Ops Sebatso Tel No: (018) 397 7114
Durban: Ms L Marrie Tel No: (031) 372 3168
- POST 09/22** : **ADMINISTRATION CLERK: OFFICE OF THE CEO (SAJEI) REF NO: 2020/32/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- DUTIES** : Grade 12. Skills and Competencies: Computer literacy (Word, Excel, PowerPoint); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
- DUTIES** : General clerical duties, provide supply chain clerical support services, manage stationery, maintain an efficient filing system, delivering and tracking of correspondence, ushering of guests, preparation for meetings, follow up on tasks, perform any other support duty as may be required by SAJEI management.
- ENQUIRIES** : Ms P Mogale Tel No: (010) 493 2500
- POST 09/23** : **REGISTRAR'S CLERK REF NO: 2020/33/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeal Court: Johannesburg
- DUTIES** : Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy, good communication skills (written and verbal), Good interpersonal and Public Relation skills, Good Administration and Organisational skills; Customer Service skills; Ability to work under pressure.
- DUTIES** : Render efficient and effective support services to the Court; Issuing of Court processes at General Office, case management duties; render counter service duties /functions. Prepare, analyse and submit Court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and archiving of both Civil and Criminal processes; Attending to case management and set down notices; Act as a liaison between Judges and Legal Practitioners; Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders; Prepare and send cases to transcribers for appeal and review purposes; attend to complaints from prisoners and members of the public; administrative duties in respect of mental health, petition, review and appeal matters; Act as a liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 09/24** : **TYPIST REF NO: 2020/34/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : High Court: Port Elizabeth
- DUTIES** : Grade 12 or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies Computer literacy (MS Word); Good communication skills (written and verbal); Good interpersonal relations, Planning and organization skills; Problem solving and analysis Accuracy and attention to detail and ability to work under pressure and telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court

orders. Relief administrative personnel where necessary, Filing, opening files and making appointments. Dealing with public queries and other administration duties. Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made. Mr S Mponzo Tel No: (043) 726 5217

ENQUIRIES

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POST 09/25

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FOOD SERVICE AID REF NO: 2020/36/OCJ

SALARY

R122 595 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

:

Mthatha High Court

REQUIREMENTS

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Grade 10 or equivalent qualification. Skills and Competencies: Good verbal communication skills and good work ethics.

DUTIES

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Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu, ensure that cutlery and condiments are available on the table, ensure that water and juice jugs are clean and always refilled, assist in preparing, serving and storing food, ensure safe keeping of office/storeroom keys and report any losses, damages or theft, perform any other duty assigned to you by the Supervisor. To assist with the preparation of Judge's conferences meetings and workshops. Perform any other duties assigned by Supervisor or Court Manager.

ENQUIRIES

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Mr S Mponzo Tel No: (043) 726 5217