

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:** 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.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.

CLOSING DATE
NOTE

- : Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme 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. 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 will NOT be considered or accepted.

OTHER POSTS

- POST 15/11** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION (INSTITUTIONAL PERFORMANCE) REF NO: 2020/65/OCJ**
- SALARY** : R733 257.per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: A three-year Bachelor's Degree/ National Diploma in Public Administration or Social Sciences (Honours will be an added advantage). 5-10 years' experience in the field of monitoring and Evaluation. A valid driver's licence. Skills and Competencies: Ability and willingness to work long hours. Advanced computer literacy. Interpersonal and problem solving skills. Records and information management skills. Financial administration skills. Planning and Organisational skills. Display of initiative. Self-driven. Ability to work under pressure and meet deadlines.
- DUTIES** : Monitor, assess and analyse overall performance of the OCJ. Present performance findings to the respective programmes within the OCJ. Ensure coordination of planning processes within the OCJ. Monitor and review programme performance on indicators on a monthly, quarterly and annual basis. Develop various types and classificatory of indicators. Conduct mid-term reviews on performance of the organisation (strategic planning, analytical assessment and reporting). Assess alignment between inputs, outputs, outcomes, targets and KPAs as indicated in the strategic and operational plans. Planning and project management. Analytically monitor and evaluate the strategic and operational plans. Provide support and guidance to the relevant stakeholders. Translating strategic objectives to operational objectives. Develop comprehensive frameworks for monitoring and evaluation for the OCJ. Compile Quarterly, Annual, Mid-Term and End-Term reports on the overall performance of the OCJ for submission to the Secretary General. Assist in the drafting of the Department's strategic plan, policy analysis, and costing. Develop appropriate templates and reporting formats for programmes and review institutional performance and capacity nationally. Ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
- ENQUIRIES APPLICATIONS** : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/33
: Applications may be submitted electronically via email: applicationsNO@judiciary.org.za.
- NOTE** : Electronic 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.
- POST 15/12** : **CHIEF REGISTRAR REF NO: 2020/64/OCJ**
Re-Advertisement Candidates who previously applied, are encouraged to re-apply
- SALARY** : R473 820 per annum (MR-6) (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 REQUIREMENTS** : Northern Cape High Court: Kimberley
: An LLB Degree or equivalent qualification. At least 8 years' appropriate post qualification legal experience and a valid driver's license. Management Competencies: Leadership and Managerial experience. Skills and Competencies: Computer literacy. Communication (Verbal and Non-verbal). Numerical Skills. Technical Expertise. Attention to detail. Planning, Organizing and Control. Problem solving and decision making skills. Customer service. Interpersonal skills. Conflict management. Work ethic and motivation. Self-management. Professionalism 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. Reporting to the Judge President, make input on amendments of court rules. Practice directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Compile training manuals and provide training to Registrars, 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 S Ruthven Tel No: (053) 807 2733
APPLICATIONS : Applications may be submitted electronically via email: applicationsNC@judiciary.org.za.

NOTE : Electronic 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.

POST 15/13 : **OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2020/66/OCJ**

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : High Court: Grahamstown
REQUIREMENTS : A three-year National Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification. 3-5 years' relevant experience in an Office Administration environment. A valid driver's licence. Skills and Competencies: Job Knowledge of office management responsibilities. Systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook). Strong Leadership and Management Capabilities.

DUTIES : Manage the office of the Judge President at the Eastern Cape High Court (Grahamstown). Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional Bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal Source of Directive related to the special fields.

ENQUIRIES : Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications may be submitted electronically via email: applicationsEC@judiciary.org.za.

NOTE : Electronic 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

- POST 15/14** : **SENIOR COURT INTERPRETER REF NO: 2020/67/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West High Court
- REQUIREMENTS** : A National Diploma in Legal Interpreting or equivalent relevant qualification. 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.
- 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 OPS Sebatso Tel No: (018) 397 7114
- APPLICATIONS** : Applications may be submitted electronically via email: applicationsNW@judiciary.org.za.
- NOTE** : Electronic 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
- POST 15/15** : **ACCOUNTING CLERK REF NO: 2020/68/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Provincial Service Centre
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills. Planning and organising skills. Attention to detail. Deal and work within deadlines. Numerical skills. Proven Computer Literacy including MS Word & MS Excel. Knowledge of BAS and Persal.
- DUTIES** : Capturing S&T Claims. Sorting of all Payroll Certificates according to various pay points. Filling of documents. Capturing salary related transactions on Persal and BAS.
- ENQUIRIES** : Mr OPS Sebatso Tel No: (018) 397 7114
- APPLICATIONS** : Applications may be submitted electronically via email: applicationsNW@judiciary.org.za.
- NOTE** : Electronic 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.
- POST 15/16** : **SECURITY OFFICER REF NO: 2020/72/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg
- REQUIREMENTS** : Grade 12 or equivalent qualification. The following will serve as an added advantage: PSIRA. Grade A Certificate. Firefighting Certificate. First Aid Certificate. Safety certificate (SAMTRAC) and a Valid Driver's licence.

DUTIES

: Responsible for the control of access to the public premises and vehicle act, 53 of 1985. Maintain proper record keeping (all security registers). Check functionality of all security equipment. Monitor CCTV. Control of keys. Working shifts. Conduct security risk assessment and report security breaches. Check functionality of the X-Ray Machines.

ENQUIRIES

: Ms T Mbalekwa Tel No: (011) 335 0404

APPLICATIONS

: Applications may be submitted electronically via email: applicationsGAU@judiciary.org.za.

NOTE

: Electronic 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.