

## 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** :
- Gauteng Local Division: Johannesburg/ Gauteng Division:** Pretoria: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700, or hand deliver applications 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, Private Bag X14, Vlaeberg, 8018, or hand deliver applications to 30 Queen Victoria Street, Cape Town, 8000.
- 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, 9301.
- Grahamstown:** 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.
- CLOSING DATE** :
- NOTE** :
- 27 November 2020
- 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](http://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.

**ERRATUM:** Kindly note that the post of Senior Administrative Officer (Mthatha High Court), with Ref No: 2020/121/OCJ advertised in Public Service Vacancy Circular 25 dated 30 October 2020 with a closing date 13 November 2020, the salary notch of the post has been amended as follows: R 316 791.00 per annum. People who previously applied are encouraged to re-apply, the closing date has been extended to the 27 November 2020. The post of Messenger (Provincial Service Centre: East London), with Ref No: 2020/108/OCJ advertised in Public Service Vacancy Circular 20 dated 18 September 2020 with a closing date 02 October 2020, the centre has been amended as follows: High Court: Grahamstown. People who previously applied are encouraged to re-apply, the closing date has been extended to the 27 November 2020.

#### OTHER POSTS

<b><u>POST 26/59</u></b>	:	<b><u>COURT MANAGER REF NO: 2020/136/OCJ</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	High Court: Thohoyandou A three (3) year relevant qualification in management or administration. Six (6) to eight (8) years' experience in supervisory or junior management. A valid driver's licence. Technical knowledge and competencies: Knowledge of human resources, Financial, asset and supply chain management. Understanding of facilities and security management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate. Provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance Judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the Judiciary.
<b><u>ENQUIRIES</u></b>	:	Mr T Masemola/ Ms N Phadziri Tel No: (015) 230 4051/ 4008
<b><u>POST 26/60</u></b>	:	<b><u>THREE-YEAR CONTRACT JUDGES SECRETARY REF NO: 2020/138/OCJ (X2 POSTS) AND ONE-YEAR CONTRACT POOL JUDGES SECRETARY REF NO: 2020/139/OCJ</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	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 detail. Customer care

<b><u>DUTIES</u></b>	:	service skills and excellent typing skills; Confidentiality and time management. Computer literacy (MS Word) and research capabilities. Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by 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 cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to 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 refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<b><u>POST 26/61</u></b>	:	<b><u>ONE-YEAR CONTRACT POOL JUDGES SECRETARY REF NO: 2020/140/OCJ</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division: Pretoria
<b><u>REQUIREMENTS</u></b>	:	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 detail. Customer care service skills and excellent typing skills; Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<b><u>DUTIES</u></b>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by 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 cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to 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 refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms T Mbalekwa Tel No: (011) 355 0404

<b><u>POST 26/62</u></b>	:	<b><u>JUDGES SECRETARY REF NO: 2020/141/OCJ</u></b> Three-Year Contract
<b><u>SALARY</u></b>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Free State High Court Grade (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. Shortlisted candidates must be willing to travel. 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 detail. Customer care skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and Research capabilities.
<b><u>DUTIES</u></b>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by 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 cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to 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 refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms M Luthuli Tel No: (051) 406 8191
<b><u>POST 26/63</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 2020/142/OCJ</u></b> (Re-Advertisement) Candidates who previously applied, are encouraged to re-apply
<b><u>SALARY</u></b>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Local Division: Johannesburg A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign Language and Sepulane 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. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.

- DUTIES** : Render interpreting services in criminal court, civil court, labour and Quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 26/64** : **REGISTRAR REF NO: 2020/137/OCJ (X2 POSTS)**
- SALARY** : R257 073 (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 REQUIREMENTS** : Gauteng Division: Pretoria  
An LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. 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. Results driven. Honesty/Trustworthy. Observance of confidentiality.
- DUTIES** : Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, 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** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 26/65** : **ADMINISTRATION CLERK (DCRS) REF NO: 2020/143/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Labour Court, Western Cape Division  
Grade twelve (12) or equivalent qualification. Zero (0) to two (2) years' experience will serve as an added advantage. Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management. Drivers licence will be a strong recommendation. Understanding of confidentiality in Government Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Good interpersonal skills, good public relations skills. Ability to work under pressure and to solve problems. Customer service. Document management.
- DUTIES** : Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof. Record court proceedings. Keep record of all court proceedings. Keep record of all requests made for transcriptions. Provide administrative support in general court and case flow management. Provide any administrative support as required by the Judiciary. Court Manager and /or Supervisor.
- ENQUIRIES** : Ms L Adams/ Ms M Baker Tel No: (021) 469 4000

**POST 26/66** : **REGISTRAR'S CLERK REF NO: 2020/144/OCJ (X2 POSTS)**

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

**CENTRE** : Gauteng Division: Pretoria

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer skills. 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. Additional Competencies, which may be of advantage: Paralegal Qualification. Knowledge of court process and procedures.

**DUTIES** : Render efficient and effective support services to the Court. Issuing of Court process at General Office. Case management duties. Render counter service duties /functions.

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