

## 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 Local Division:** Johannesburg/ Labour and Labour Appeal Court: Johannesburg 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.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaaitjie Drive, Room B107, Kimberley.
- 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, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
- Kwa-Zulu Natal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.
- 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.

**CLOSING DATE**  
**NOTE**

- : 11 December 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.

#### OTHER POSTS

**POST 27/85** : **DEPUTY DIRECTOR: PERFORMANCE REPORTING REF NO: 2020/145/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 relevant B degree plus a minimum of three (3) years' experience in planning, monitoring, evaluation and reporting. Middle management experience. In-depth knowledge of reporting prescripts and requirements. In-depth knowledge of planning, monitoring, evaluation and reporting processes. In-depth knowledge and understanding of the DPME eqpr system. In-depth knowledge and understanding of the Public Finance Management Act, Government-Wide Monitoring and Evaluation Framework (DPME Guidelines), National Treasury Regulations, Framework for Strategic Plans and Annual Plans. A valid driver's licence. Skills and Competencies: Decision-making and analytical skills. Research knowledge. Problem solving skills. Advanced report writing skills. Advanced computer literacy. Innovative and proactive. Advanced facilitation and presentation skills.

**DUTIES** : Manage and facilitate Departmental performance monitoring and reporting. Coordinate the development of the department's quarterly reports. Facilitate and coordinate the preparation of the departmental Annual Report, Mid-Term Report and End-Term Report. Compile departmental quarterly and annual performance reports for submission to the EXCO, ARC, Executive Authority, National Treasury, DPME, Auditor General and Parliament. Monitor the financial expenditure of the Monitoring, Evaluation & Reporting Unit. Provide technical support to various Branches/Units on reporting. Support the development and facilitation of departmental Monitoring & Evaluation systems and performance auditing. Monitor the implementation of the departmental Annual Performance Plan and Operational Plans, as well as budgetary outputs and deliverables. Develop presentations for the OCJ Governance Structures and Parliament. Report on policy, budget and strategy alignment. Manage the component including subordinates.

**ENQUIRIES** : Ms B Rakgotho/ Ms S Tshidino Tel No: (010) 493 2500/2533

**POST 27/86** : **COURT MANAGER REF NO: 2020/146/OCJ**

**SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Northern Cape High Court: Kimberley  
A three (3) year's relevant qualification in management or administration. Minimum of Six (6) 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms S Ruthven Tel No: (053) 807 2733

**POST 27/87** : **LAW RESEARCHER REF NO: 2020/147/OCJ**

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

- CENTRE REQUIREMENTS** : National Office: Midrand  
 : An LLB degree or four (4) years' recognized legal qualification. Two (2) years' relevant legal experience. A valid driver's licence. Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Word). Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat). Project Management, including planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.
- DUTIES** : Rendering assistance to the Judicial Service Commission and its Committees. Receiving and attending to complaints against Judges. Maintaining a register of complaints lodged against Judges. Consulting with State Attorneys and Advocates on litigation matters. Maintaining of stakeholder relations with referral institutions. Provide research and legal assistance to the Unit. Perform any ad hoc task within the Unit.
- ENQUIRIES** : Ms B Rakgotho/ Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 27/88** : **PERSONAL ASSISTANT TO DDG REF NO: 2020/148/OCJ (X2 POSTS)**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
 : Secretarial Diploma or equivalent qualification. Minimum of Three (3) years' experience in rendering a support service to Senior Managers. Secretarial qualification on NQF Level 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing the Public Service. Basic knowledge on financial administration. Skills and Competencies: Good communication. Planning and organising skills. Good telephone etiquette. Sound organisational skills. Good people skills. High level of reliability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
- DUTIES** : Provide a secretarial/receptionist support service to the DDG. Render administrative support services. Provides support to DDG regarding meetings. Supports the DDG with the administration of the DDG's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms B Rakgotho/ Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 27/89** : **SENIOR COURT INTERPRETER (X3 POSTS)**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Cape Town High Court Ref No: 2020/149/OCJ (X2 Posts)  
 Northern Cape High Court: Kimberley Ref No: 2020/150/OCJ  
 : 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 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 organisational 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** : Cape Town - Ms M Baker Tel No: (021) 469 4000  
Northern Cape - Ms S Ruthven Tel No: (053) 807 2733
- POST 27/90** : **REGISTRAR'S CLERK REF NO: 2020/151/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein  
Grade twelve (12) or equivalent qualification plus zero (0) – two (2) years' relevant experience. An understanding of appeal and petition procedures will be an added advantage. 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. Additional Competencies, which may be of advantage: Paralegal Qualification. Knowledge of court process and procedures.
- DUTIES** : Rendering of effective and efficient case flow management support services to the Court. Attend to all stakeholder enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper administration of all appeal and petition processes. Ensuring proper receipt, processing, administration and filing of all appeals and applications for leave to appeal. Perform general administrative duties.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191
- POST 27/91** : **ADMINISTRATION CLERK REF NO: 2020/152/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: KZN  
Grade twelve (12) or equivalent qualification plus a minimum one (1) year' relevant experience. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good interpersonal skills. Attention to details.
- DUTIES** : Provide Registry Counter service. Handle incoming and outgoing correspondence/files. Filing of correspondence. Opening of new files, pending files and closing files. Maintaining registers for files/correspondence. Printing and distribution of circulars. Franking of official mail. Transmission of personal files of staff transferred. Maintaining Photocopier machine and register. Handle telephonic and other queries received. Process documents for archiving and disposal. Any other duty as allocated by the manager.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164
- POST 27/92** : **ADMINISTRATION CLERK (DCRS) REF NO: 2020/153/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Gauteng Local Division: Johannesburg  
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. Knowledge of relevant legislation. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Good communication (written and verbal). Computer literacy (MS Office). Attentive to details. Good interpersonal skills. Initiative driven and flexibility.
- DUTIES** : Maintenance of criminal record books and charge sheets. Writing and tracing summonses. Writing of witness fee books. Completion and issuing of committal warrants and arrest warrants. Provide administrative support in general court and case flow management. (charge sheets) and other court papers. Perform digital recording of court proceedings and ensure integrity of such records. Operate and provide support to court system. Video Remands, etc. Provide any other administrative support as required by the Judiciary, Court Manager and /or Supervisor.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404

**POST 27/93** : **TELECOM OPERATOR REF NO: 2020/154/OCJ**

**SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Labour and Labour Appeal Court: Johannesburg

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Minimum of One (1) year' in the operation of Switchboard. Experience in Clerical/Administration function will be an added advantage. Skills and Competencies: Interpersonal and organisational skills. Computer literacy. Ability to work under pressure. Good communication skills.

**DUTIES** : Handle incoming and outgoing call, take and convey messages. Test the switchboard consoles. Update Departmental telephone directory. Record and maintain the register from security related matters. Ensure proper maintenance of the switchboard equipment. Prepare the telephone printout for the private calls and keep records and statistics thereof. Perform other administrative duties assigned by the supervisor. Receive, record and dispatch mail, couriers.

**ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404

**POST 27/94** : **USHER MESSENGER (X2 POSTS)**

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

**CENTRE** : Labour And Labour Appeal Court: Johannesburg Ref No: 2020/155/OCJ

**REQUIREMENTS** : Gauteng Local Division: Johannesburg Ref No: 2020/156/OCJ  
Grade twelve (12) or equivalent qualification. Valid driver's licence will serve as an added advantage. Previous experience will serve as an added advantage. Skills and Competencies: Knowledge of the relevant legislation. Computer literacy. Planning and organizing skills. Problem solving and Analysis. Time Management. Client orientation and customer focus. Report writing skills. Driving skills. Negotiation skills. Communication skills. Attention to detail. Good interpersonal skills. Initiative driven and Flexibility.

**DUTIES** : The escorting of Judges to the court rooms. The rendering of administrative support functions to the Judges and the court room crew. The maintenance of court rooms' records. The facilitation of the smooth-running of the court rooms. The collection and distribution of court files.

**ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404