

## 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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.  
**Gauteng Division:** Pretoria/ Land Claims Court (Randburg)/ Provincial Service Centre: Gauteng: 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.  
**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.  
**Port Elizabeth:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x 13012, Cambridge, 5206, East London or hand deliver applications to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, 5242, East London.
- CLOSING DATE** : 05 February 2021
- 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](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.

## MANAGEMENT ECHELON

- POST 02/51** : **DIRECTOR: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2021/01/OCJ**
- SALARY** : R1 057 326 per annum. (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand

**REQUIREMENTS** : Bachelor's Degree in Corporate Governance or equivalent relevant qualification. Proven successful completion of the Senior Management Pre-entry programme. Minimum of five (5) years' experience in rendering services in a secretariat environment. Minimum of five (5) years' experience at a middle/senior managerial level. Proven exposure in rendering secretarial services to high level committees. A valid driver's licence. A qualification in secretaryship will be an added advantage. Core management competencies: Capability and leadership. Financial management. Programme and project management. People management and empowerment. Change management. Service delivery innovation. Client orientation and customer focus and communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgement. Decision making. Managing complexity. Planning and organising. Accountability. Resilience. Customer service orientation. Business performance management and organizational resource management.

**DUTIES** : Manage overall planning and coordination of the meetings of high level inter-judicial for and OCJ Executive Management Committees. Render secretariat and administrative support to inter-judicial for and OCJ Executive Management Committees including record keeping and minute taking of all such meetings. Manage the compilation of meeting documents and develop and implement quality control mechanisms for all documents forwarded to Committees. Develop and manage an annual corporate calendar. Oversee coordination of intergovernmental meetings. Liaise with the chairperson and members of all high level Committees. Render advisory and liaison services to Committees. Monitor implementation of meeting resolutions and provide timeous progress reports. Monitor implementation of meeting resolutions and provide timeous progress reports. Manage and coordinate all travel and logistical arrangements for Committee meetings.

**ENQUIRIES** : Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638

**NOTE** : In terms of the OCJ's EE requirements, preference will be given to female candidates as well as persons with disabilities.

**POST 02/52** **DIRECTOR: BUSINESS APPLICATIONS & GOVERNANCE REF NO: 2021/02/OCJ**

**SALARY** : R1 057 326 per annum. (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : A three (3) year National Diploma/Bachelor's Degree in Information Technology or equivalent qualification in ICT. Proven successful completion of the Senior Management Pre-entry programme. Minimum of five (5) years' experience in middle management within the field of Business analysis and application development. A valid driver's licence. Skills and competencies: Change management. Financial analysis. Analytical thinking. Good presentation skills. Strategic capabilities. Good report writing and communication skills. Analyse and identify key business needs in concept phase and translate them into high level requirements and business cases. Extensive knowledge of enterprises architecture and planning and business process management. Project management experience.

**DUTIES** : Engage with stakeholders to solicit business requirements from broader Office of the Chief Justice (OCJ) ICT users. Develop business cases for new solutions, business requirement analysis and management. Consultation with business stakeholders to ensure understanding of key business processes and operations across the OCJ for enablement by ICT. Partner with business to manage the prioritization of requests and business solutions. Architecting business solutions for the OCJ business processes. Ensure prioritization of solutions based benefits, business impact and available funding and resource capacity for ICT. Participate in forums to represent the unit. Work with business partners to innovate and modernise Superior Court and OCJ departmental business processes. Ensure innovative ideas are translated into practical ICT solutions in line with business requirements. Collaborate with business stakeholders to maintain a roadmap to identify future capabilities, automation opportunities and enabling technologies. Ensure that applications and information systems meet business requirements. Manages the design, development and implementation of applications and business solutions, document and automate key business processes. Manage the court modernization program. Develop weekly, monthly and quarterly plans and reports for the unit.

**ENQUIRIES** : Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638

**NOTE** : In terms of the OCJ's EE requirements, preference will be given to female candidates as well as persons with disabilities.

#### **OTHER POSTS**

**POST 02/53** : **DEPUTY DIRECTOR: CASE MANAGEMENT LOWER COURT REF NO: 2021/03/OCJ**

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

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : LLB or equivalent 4-year degree coupled with court administration experience. Minimum of five (5) years' experience in Legal sector of which two (2) years' must be at Middle Managerial level. Technical Knowledge and Competencies: Knowledge and experience in the application of the provisions of the legislation in the Public service. Policy analysis and development co-ordinating. Monitoring and evaluation mechanisms and processes. Computer literacy (Excel, Word and PowerPoint). Change management. Behavioural Competencies: Problem solving. Financial management. General management & project management. Strategic leadership capability. Communication skills (verbal and written). People and resource management skills. Research and development expertise. Strategic change and risk management. Ability to network, influence and impact. Applied strategic thinking. Planning and organisation skills. Analytical skills. Good interpersonal relations and motivating skills. Creative and innovative thinking.

**DUTIES** : Support strategic and operational leadership to the Director: Lower Courts. Support the provision of Case Flow management services for Lower Courts. Assist in managing the operational budget of the Directorate and Case Management budget of the Lower Courts. Provide advice and support the transition relating to the transfer of the Lower Courts functions from the department of Justice and Constitutional development to the Office of the Chief Justice. Report writing, presentation and dissemination. Quality Management.

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

**POST 02/54** : **PRINCIPAL COURT INTERPRETER REF NO: 2021/04/OCJ**

**SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : Gauteng Division: Pretoria

**REQUIREMENTS** : A three (3) year National Diploma/Bachelor's Degree in Legal Interpreting or equivalent relevant qualification. A minimum of five (5) years' practical experience as a Court Interpreter with a minimum of years' supervisory experience. A valid driver's licence. Proficiency in English and/or two or more indigenous languages. Skills and Competencies: Excellent communication skills. Listening skills. Interpersonal skills. Time management skills. Computer literacy. Analytical thinking. Problem solving skills. Planning and organising. Confidentiality. Ability to work under pressure and art of interpreting.

**DUTIES** : Render interpreting services in complex and high profile cases, special cases, pre-trial conferences, disciplinary hearings and consultations, translate legal documents and exhibits. Develop terminology. Procure foreign language interpreters and casual interpreters in line with PFMA. Control, supervise and attend to personnel administrative aspects of interpreters. Render supervisory services in the Legal Interpreting and Language environment. Provide mentoring and coaching to Junior/Senior Court interpreters. Manage performance of court interpreters. Leave management for language services at the high court and develop related language glossary.

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

**POST 02/55** : **REGISTRAR REF NO: 2021/05/OCJ (X1 POST)**

**SALARY** : R257 073 per annum, (MR3-MR5) (Salary will be in accordance with 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** : High Court Western Cape Division: Cape Town

**REQUIREMENTS** : 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. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
- 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 books. 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 M Baker/ Ms L Adams Tel No: (021) 469 4000
- POST 02/56** : **JUDGES SECRETARY (X3 POSTS)**  
(Three-Year Contract)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division:  
Pretoria Ref No: 2021/06/OCJ (X2 Posts)  
Land Claims Court Ref No: 2021/07/OCJ (X1 Post)
- REQUIREMENTS** : 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.
- DUTIES** : 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. Provide general secretarial/administrative duties to the 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.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 02/57** : **STATE ACCOUNTANT: SALARIES: FINANCIAL ACCOUNTING REF NO: 2021/08/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three (3) year tertiary qualification in Accounting or equivalent qualification. 3 years' appropriate relevant experience in salaries. Knowledge of financial systems BAS, PERSAL, certificate in salary administration would be an added advantage. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies. Computer literacy. Understanding of SCOA segments. Knowledge of GAAP and GRAP, Accrual Basis and Cash Basis Accounting. Ability to follow proactive and creative approach. Be able to work under pressure.

- DUTIES** : The successful candidate will be responsible for administering and approval of travel and subsistence claims; (claim forms for both domestic and foreign trips); check if claims are correctly compiled and amounts are calculated per period and per item allowance; administering BAS payments; receiving T&S Advance forms from officials within the department for domestic and foreign trips; check if the advance is correctly calculated according to the period away and country for foreign trips; verifying correctness of allocation. Administration of all salaries related transactions. Ensure clearance and reconciliation of salaries related suspense accounts. Clear PERSAL exceptions. Authorise transactions on PERSAL, BAS. Process advices received (approve allowances and deductions on PERSAL). Processing of Journals. Address queries and request related to deductions and earnings; file and safe keep of salary and related financial information. Approval of stop orders, garnishee order and debt orders. Supervise the administration of Payroll certification process. Compiling journal on BAS for allocations wrongly allocated; Processing of payment advice from HR for officials Bursaries. Supervise and attend to queries. Train and develop subordinates
- ENQUIRIES** : Ms B Rakgotho/Ms S Tshidino, Tel No: (010) 493 2500
- POST 02/58** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2021/09/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: Gauteng  
Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.
- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
- ENQUIRIES** : Gauteng - Ms T Mbalekwa Tel No: (011) 355 0404
- POST 02/59** : **TYPIST, REF NO: 2021/10/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : High Court: Port Elizabeth  
Grade twelve (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. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping. 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.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217