

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** :
- Office of the Chief Justice (**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 Local Division:** Johannesburg/ Labour and Labour's Appeal Court: 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.
- Mthatha:** 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.
- 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.
- Bloemfontein/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.
- 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 or hand deliver applications to 22 Molopo Road, Ayob Gardens, Mafikeng.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Deputy Director: Human Resource Management, Private Bag X20051, Mbombela 1211. Applications can also be hand deliver to Mpumalanga Division of the High Court, Office of Chief Justice, Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.
- CLOSING DATE** :
- NOTE** :
- 12 March 2021
- Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. www.dpsa.gov.za-vacancies/ www.judiciary.org.za. 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 six 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. 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.

OTHER POSTS

POST 07/55 : **DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: 2021/14/OCJ**

Re-Advertisement Candidates who previously applied are encouraged to reapply

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

CENTRE : Provincial Service Centre: North West

REQUIREMENTS : A three-year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration or equivalent qualification. A minimum of five (5) years' experience in Human Resource Management of which three (3) years' must be at supervisory level and a Valid driver's license. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL. Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills. Strong leadership and Project management skills. Good interpersonal relations skills. Problem solving, Presentation and Conflict Management skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and Report writing skills.

DUTIES : Develop and review HR administration related policies. Manage HR Provisioning (Recruitment & selection and appointments) in the Province. Manage staff Establishment of the Province. Manage HR administration. Training and HR Records in the Province. Manage the Performance Management and Development system. Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees. Facilitate the process of Employee Relations in the Province. Provide expert advisory support to stakeholders. Responsible for the interpretation and implementation of OSD policies and resolutions. Give advice on Procedural and technical related matters in respect of Human Resource administration, policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management. Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department.

ENQUIRIES : Ms GT Nkotsoe Tel No: (018) 397 7114

POST 07/56 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 2021/15/OCJ**
Re-Advertisement Candidates who previously applied are encouraged to reapply

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

CENTRE : Provincial Service Centre: Free State

REQUIREMENTS : A three-year National Diploma/Degree in Public Finance and/ Auditing or equivalent qualification. A minimum of five (5) years' experience of which three (3) years should be at supervisory level. Knowledge of GRAP/GAAP, Financial Management and Accounting. Sound track record in Financial Accounting in the Public Service or entities. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g BAS, PERSAL and JYP. Knowledge of budgeting of Vote Account. Must have budgeting knowledge and skills. Must have payroll and basic conditions of service knowledge. A valid driver's

license. Skills and competencies: Communications skills (written and verbal). Problem solving and decision making skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, Power Point and Outlook). Numerical, analytical, reporting and financial skills. Assertiveness, accuracy and attention to detail.

DUTIES : Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Prepare financial statements. Facilitate internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent system and internal control. Determine the long term direction of court finance services and relate these to present future strategic goals. Manage and direct the Finance Directorates staff and budgets.

ENQUIRIES : Ms M Luthuli Tel No: (051) 406 8191

POST 07/57 : **JUDGES SECRETARY (X4 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 : Supreme Court Of Appeal: Bloemfontein Ref No: 2021/16/OCJ (X2 Posts)
Gauteng Local Division, Johannesburg Ref No: 2021/17/OCJ (X1 Post)
Labour and Labour's Appeal Court Ref No: 2021/18/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 : Bloemfontein - Ms M Luthuli Tel No: (051) 406 8191
Gauteng/Labour and Labour's Court Appeal - Ms T Mbalekwa Tel No: (011) 355 0404

POST 07/58 : **JUDGES SECRETARY REF NO: 2021/20/OCJ**

SALARY : R257 508 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : High Court: Mthatha

- 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** : Mr S Mponzo Tel No: (043) 726 5217
- POST 07/59** : **LIBRARIAN (X2 POSTS)**
- SALARY** : R257 508 per annum plus. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court, Western Cape Division (Cape Town) Ref No: 2021/21/OCJ
Mpumalanga High Court Division Ref No: 2021/22/OCJ
- REQUIREMENTS** : A three-year National Diploma/Degree in Library Science/ Information Science or equivalent qualification. Minimum of two (2) years' experience in Library and information systems. Knowledge of Library and Information Science matters. Knowledge of library prescripts, legislation, procedures, processes and library services. Experience in legal library will be an added advantage. Skills and Competencies: Good written and oral communication skills. Planning, organising and control. Computer Literacy (Microsoft Office). Analytical thinking. Problem solving and decision making skills. Customer service. Interpersonal skills. Information technology. Ability to work under pressure. Language proficiency. Conflict management and supervisory skills.
- DUTIES** : Render an effective and efficient library and information service to the users of the library and chambers. Manage the library and information systems. Assist with book selection for the library and chambers. Classify and catalogue the Western Cape High Court library material. Render reference and information services for the Western Cape High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services. Perform any other court related work required to improve the efficiency of the Western Cape High Court.
- ENQUIRIES** : Ms M Baker/ Ms L Adams Tel No: (021) 469 4000- Western Cape
Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000- Mpumalanga
- POST 07/60** : **INVITATION TO SERVE ON THE AUDIT AND RISK COMMITTEE REF NO: 2021/25/OCJ**
- SALARY** : Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations and SAICA/AGSA tariffs. Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms

of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.

**CENTRE
REQUIREMENTS**

: Office of the Chief Justice
: Four-year Legal qualification/ LLB and LLM. A minimum of ten (10) years senior management experience in any of the following fields: Law / Legal Services; Private Practice of Law; Corporate Governance with legal background, preferably in the Public Sector. In addition, applicants must have knowledge of Project Management. Registration with the Law Society/ National BAR Council of South Africa including other recognized Legal Professional Bodies. A legal professional in good standing. Knowledge of the judicial and justice system of the Republic, and extensive exposure to the South African legal fraternity. Knowledge, understanding and prior exposure to relevant prescripts: Superior Courts Act, 2013; Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts. Knowledge, understanding and exposure to Audit and Board Committees with experience in corporate governance and best standards practices, e.g. King IV Report. Extensive leadership and experience in serving on Audit and Risk Committees. Independence, Integrity, Reliability and dedication of time and energy to serve the OCJ. Applicants must not be conducting business with the OCJ / State. Excellent communication and interpersonal skills.

DUTIES

: The successful candidate shall take strategic leadership of the OCJ's Audit and Risk Committee in the execution of its mandate. The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of financial management, risk management, governance, performance evaluation and internal control. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors, the OCJ's financial statements and performance information, and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics management and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of her/his responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model of risk management is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of risk management, governance and internal controls within the Office of the Chief Justice.

ENQUIRIES

Mr R Mabunda Tel No: (010) 493 2500/2519