

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** :
- Land Claims Court (Durban)/ Labour and Labour Appeals Court Appeal:** 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.
- Port Elizabeth/ 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.
- 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.
- Kimberley:** 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 application to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- 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.
- CLOSING DATE** :
- NOTE** :
- 19 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 08/63** : **ADMINISTRATIVE OFFICER REF NO: 2021/26/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: Free State
- REQUIREMENTS** : An appropriate National Diploma/ Bachelor's Degree in Public Administration or equivalent qualification. A minimum of two (2) years' experience in Administration. Knowledge of the Public Finance Management Act (PFMA). Knowledge of the Human Resource Management. Understanding of the Departmental Accounting Systems (JDAS, BAS, JYP). Understanding of the Departmental Financial Instructions (DFI) and Departmental policies and procedures. Knowledge of Assets, Facility and Risk Management. A valid driver's license. Skills and Competencies: Computer literacy. Good communication skills (verbal and written). Ability to work independently and meet strict deadlines. Ability to attend to detail and ensure correctness of information. Ability to work under pressure. Driving skills. Problem solving skills. Facilities administration.
- DUTIES** : Manage and co-ordinate effective and efficient fleet services. Ensure proper infrastructure (facilities) management. Management of records and registry services. Manage human resource and other administrative support service as per OCJ policies.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4573
- POST 08/64** : **ADMINISTRATION CLERK (LEGAL) (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: Mthatha Ref No: 2021/27/OCJ
Northern Cape High Court: Kimberly Ref No: 2021/28/OCJ
- REQUIREMENTS** : 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.
- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar and members of the public. Provide administrative support in general as requested by the Court Manager and Supervisor.
- ENQUIRIES** : Mthatha - Mr S Mponzo Tel No: (043) 726 5217
Kimberley - Ms S Ruthven Tel No: (053) 807 2733
- POST 08/65** : **ADMINISTRATION CLERK (DCRS) REF NO: 2020/29/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Land Claims Court: Randburg (Official will be based in Durban)
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Zero (0) to two (2) years' experience will serve as an added advantage. Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Numerical skills. Attention to detail. Planning, Organizing and Control skills. Problem solving and decision making skills. Good interpersonal skills. Ability to work under pressure and meeting deadlines. Customer service orientated. Conflict management. Professionalism. Strong work ethics.
- DUTIES** : Test all digital systems. Ensure that the proceedings are recorded and are audible. Assist the Judges, Advocates, and Court officials by playing back any audio that is required. Maintain a record of all work recorded. Assist in filing and safekeeping of recorded cases. Ensure that all court recordings are uploaded immediately once the court adjourn. Offer assistance to the various division of the Land Claims Court.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404

- POST 08/66** : **REGISTRAR'S CLERK REF NO: 2020/30/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court, Western Cape Division (Cape Town)
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's licence will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Excellent communication skills (written and verbal). Good interpersonal and Public Relation skills. Planning, Organizing and Control skills. Customer Service orientated. Ability to work under pressure and to solve problems. Professionalism.
- DUTIES** : Render Professional efficient and effective support services to the Court. Issuing of Court process at General Office. Render case management duties. Render counter service duties /functions. Prepare, analyse and submit Court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges Registrars and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Ms M Baker/ Ms L Adams Tel No: (021) 469 4000
- POST 08/67** : **TYPIST REF NO: 2021/31/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : high court, Western Cape division (Cape Town)
- REQUIREMENTS** : 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 Office). Excellent communication skills (written and verbal). Good interpersonal and public relations skills. Professionalism Good problem solving skills. Numerical skills. Attention to details. Ability to work under pressure. Good timekeeping. Telephone etiquette. At least 2 years typing experience. Knowledge of the legal/ court environment.
- DUTIES** : Typing of the court roll, court order (in relation to both civil and crime), appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums good standing certificates. Right of appearance certificate and apostilles/authentication certificates. Relieve administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties.
- ENQUIRIES** : Ms M Baker/ Ms L Adams Tel No: (021) 469 4000
- POST 08/68** : **HANDYMAN REF NO: 2021/32/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeals Court Appeal
- REQUIREMENTS** : Grade twelve (12) or Abet level four (4). Qualification in plumbing, electrical or carpentry will be an added advantage. Skills and Competencies: Occupational Health and Safety Act, Knowledge On how to operate hand and power tools, knowledge of building infrastructure layouts. Computer literacy and basic software (Outlook, Excel and Word). Behavioural Competencies: Communication skills. Team participation. Reliability. Innovative.
- DUTIES** : Executive minor general building maintenance, attend to minor plumbing, electrical capacity and handyman. Conduct routine weekly and monthly inspections of the building. Report unauthorized movement of equipment. Report deliberate damage to property and assets.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404

POST 08/69 : **USHER MESSENGER REF NO: 2021/33/OCJ**

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

CENTRE : High Court: Port Elizabeth

REQUIREMENTS : Grade twelve (12) or equivalent qualification. A valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and analysis. Time management. Client orientation and customer focus. Communication skills. Attention to detail. Good interpersonal skills.

DUTIES : Escorting of Judges' to the Court rooms. Rendering of administrative support functions to the Judges' and the Court room crew. Maintenance of Courtrooms' and court room records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist in general office when required.

ENQUIRIES : Mr S Mponzo Tel No: (043) 726 5217