

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 and preference will be given to Women and Persons with Disabilities.

**APPLICATIONS**

National Office (Midrand)/ Constitutional Court: Braamfontein: 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.

Eastern Cape/ Port Elizabeth/ Grahamstown/ Bisho/ Umthatha/ East London: 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

Free State/ Supreme Court of Appeal: 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, 9301

Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

Kwazulu-Natal/ Durban/ Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

Limpopo/ Polokwane/ 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. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699

Mpumalanga/ Middelburg/ Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley

North West/ Mmabatho/ Mahikeng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho

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
26 March 2021

CLOSING DATE
NOTE

Note: 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. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the Pre-entry 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.

MANAGEMENT ECHELON

- POST 09/67** : **DIRECTOR: PROJECTS REF NO: 2021/34/OCJ**
- SALARY** : R1 057 326 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: A Degree in Law/ Social Science or equivalent qualification (NQF level 7). A minimum of five (5) years' relevant experience at middle or senior managerial level. A minimum of three (3) years' experience rendering secretariat services. Ability to interpret legal documents, eg. Judgments. Proven exposure to project management in a training environment. Experience in report writing. A valid drivers' license. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication skills.
- DUTIES** : Identify, initiate, implement and manage all SAJEI strategic and operational projects. Provide secretariat and administrative support to SAJEI governance structures. Ensure compliance with Departmental policies and applicable legal prescripts. Facilitate the preparation of performance information reports and conduct quality assurance. Facilitate the development of Annual Training schedule for hybrid judicial training.
- ENQUIRIES NOTE** : Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638
: Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.
- POST 09/68** : **DIRECTOR: RESEARCH AND CURRICULUM DEVELOPMENT REF NO: 2021/35/OCJ**
- SALARY** : R1 057 326 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: A Degree in Social Science/ Education/ Public Administration (NQF level 7). A postgraduate in Law will be an added advantage. A minimum of five (5) years' relevant experience at middle/senior managerial level. Extensive experience in Legal research. Knowledge of various research methodologies. Proven experience in conducting fieldwork research, data analysis & report writing. Practical knowledge of curriculum & training materials design and review. Experience in development & review of training materials in Judicial or legal education. Proven experience in producing and managing publications. Understanding of criminal justice environment & judicial education will be an added advantage. A valid driver's license. Technical Knowledge / Competencies: Knowledge of Empirical Research Methods. Behavioural Competencies: Strategic Capabilities and leadership. Performance management. Programme and Project management. Financial Management. Knowledge management. Service Delivery innovation. Problem Solving and Analysis. People management and empowerment. Hard working, proactive and creative. Ability to work under pressure.
- DUTIES** : Manage and oversee all functions in relation to Judicial curriculum development, design, monitoring, quality assurance, training and review. Lead the development

and review of Judicial education materials in line with legislative and policy changes. Manage the identification of training needs for the Judiciary and other relevant stakeholders. Identify and manage annual research activities. Maintain repository of all SAJEI research outputs. Manage the SAJEI publications & provide support to the relevant structures. Performance management function in relations to staffing, resources and reporting.

ENQUIRIES : Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638
NOTE : Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

OTHER POSTS

POST 09/69 : **SENIOR ADMINISTRATIVE OFFICER (COURT ADMINISTRATION) REF NO: 2021/36/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : A three (3) year relevant National Diploma/Degree. Two (2) years relevant experience in Court Administration, A valid driver's licence. Skills and competencies: Computer Literacy. Ability to work under pressure. Accuracy and attention to detail. Administrative and Organisational skills. Good communication skills. Report writing. Ability to work independently and under pressure. Ability to meet deadlines. Problem solving skills and good interpersonal relations. Knowledge of Public Finance Management Act (PFMA) and Departmental Financial Instructions (DFI).

DUTIES : Provide administrative support to court administration Unit to ensure compliance with policies and prescripts. Assist with compilation and submission of monthly and quarterly reports. Manage logistical arrangements for meetings. Take minutes at meetings and track resolutions. Attend to procurement and Supply Chain processes for the Unit. Provide administrative support to the office of the Chief Director, office of the Deputy Director General and individual Directorates of Court Administration Services.

ENQUIRIES : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/70 : **REGISTRAR (CASE FLOW) (X2 POSTS)**

SALARY : R257 073 per annum (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 : Port Elizabeth High court Ref No: 2021/37/OCJ

durban high court Ref No: 2021/38/OCJ

REQUIREMENTS : An LLB Degree or a four (4) year Legal qualification. A minimum of 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 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 : Port Elizabeth - Mr S Mponzo Tel No: (043) 726 5217

Durban - Ms L Marrie Tel No: (031) 372 3167

- POST 09/71** : **CONTRACT REGISTRAR REF NO: 2021/39/OCJ**
(Contract valid until 31 march 2022)
- SALARY** : R257 073 per annum (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** : Pietermaritzburg High Court
: An LLB Degree or a four (4) year Legal qualification. A minimum of 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 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.
Ms L Marrie Tel No: (031) 372 3167
- ENQUIRIES**
- POST 09/72** : **STATE ACCOUNTANT REF NO: 2021/40/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: Mpumalanga
: A three-year National Diploma/Degree in Finance/Accounting Management /or equivalent qualification. A minimum of three (3) years relevant experience. Skills and Competencies: Analytical and interpretation. Honest and open minded. Presentable/Acceptable. Analytical. Meeting of deadline. Assertiveness. Communication and interpersonal relations.
- DUTIES** : Payments to creditors, and suppliers within the prescribed period as per Treasury Regulation. Clearing of Bank/PMG exemption on a monthly basis. Compiling of the Departmental and Commercial bank reconciliation. Reconciliation of General Ledger/Suspense account on a monthly basis. Compile and capture journals for misallocation.
- ENQUIRIES** : Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000
- POST 09/73** : **CONTRACT PERSONNEL PRACTITIONER: LEAVE & RECORDS REF NO: 2021/41/OCJ**
(Contract valid until 31 March 2022)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: A three (3) years’ tertiary qualification in Human Resources Management / Administration or equivalent qualification with appropriate experience in Human Resources Management, coupled with appropriate working experience within the Records Management/Registry field., Technical Knowledge/Competencies: Must have sound knowledge of registry/ records management practices, knowledge of National Archives Act and MISS prescripts Knowledge of PERSAL System and Leave, Computer literacy Behavioural Competencies: Good communication skills (written and verbal). Work under pressure. Customer care skills and telephone etiquette. Ability to hold on confidential information.
- DUTIES** : Co- ordinate and supervise activities in registry. Supervise the filing and retrieval of documents. Attend to HR leave related queries. Prepare files for Auditors. Monitor assets and stationery for registry. Provide monthly reports. Ensure that documents are accurately recorded in the waybill book. Attend to queries related to leave and approval of leave. Manage Policy on Incapacity and Ill Health Retirement (PIIR) processes and procedures within the Department. Supervise registry and leave administration staff.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

<u>POST 09/74</u>	:	<u>CONTRACT ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2021/42/OCJ (X2 POSTS)</u> (Contract valid until 31 March 2022)
<u>SALARY</u>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand A three-year National Diploma /Bachelor's Degree or equivalent qualification in Risk Management/Compliance Management/Business Continuity Management . A minimum of three (3) years' relevant experience or equivalent qualification. Public Finance Management Act (PFMA), Public Sector Risk Management Framework, King reports; Treasury Regulations; Public Service Act, Fraud and Corruption Legislative Framework, Compliance Management, Business Continuity Management and A valid driver's licence. Skills and Competencies: Planning and organizing, Presentation and Communication. Client orientation and customer focus, results/quality management. Problem solving and analysis. Service delivery innovation, Knowledge of MS Office (Word, Excel and Outlook). Knowledge of CURA system/Barnowl and other risk software programs.
<u>DUTIES</u>	:	Facilitate workshops on Enterprise Risk Management/Compliance Management/Business Continuity Management. Assist in the secretariat functions of risk management forum and BCM forum. Update risk register and compliance risk registers for all the units and Courts/Provinces. Conduct awareness campaigns. Manage all Administrative requirements, reporting and records management, resources and correspondences.
<u>ENQUIRIES</u>	:	Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
<u>POST 09/75</u>	:	<u>CONTRACT SENIOR STRATEGIC PLANNING OFFICER REF NO: 2021/43/OCJ</u> (Contract valid until 31 March 2022)
<u>SALARY</u>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand A three-year National Diploma/Bachelor's Degree in Strategic Management/ Public Administration or equivalent qualification. A minimum of three (3) years' relevant experience in Strategic Planning and /or Monitoring and Evaluation. Technical Knowledge and Competencies. Knowledge and experience in the application of the provisions of the relevant legislation.in the Public Service. Policy analysis and development. Analytical skills. Communication skills (verbal and written). Project management, presentation and facilitation skills. Strategic planning skills, Business process modelling. Behavioural Competencies: Analytical thinking skills. Problem solving and decision making skills Innovative and creative. People management, development and empowerment skills. Financial management and budgeting skills Client orientation and customer focus, result-driven. Change management. Knowledge management, computer literacy.
<u>DUTIES</u>	:	Facilitating and coordinating the development of the Department's strategic plans and annual performance plans. Conducting the Environmental Analysis for the OCJ and the Superior Courts. Coordinating the development of operational plans by the units within OCJ Compilation. Of the Strategy and Service Delivery Planning monthly and quarterly Performance Reports. Development and implementation of the departmental strategic planning policy and guidelines.
<u>ENQUIRIES</u>	:	Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
<u>POST 09/76</u>	:	<u>CONTRACT ADMINISTRATIVE OFFICER: E-LEARNING SUPPORT REF NO: 2021/44/OCJ (X2 POSTS)</u> (Contract valid until 31 March 2022)
<u>SALARY</u>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand A three (3) year National Diploma (NQF Level 6)/ A Degree/ in the field of ICT. Proven two years' experience in providing ICT support. Exposure to MS Office suite applications. Exposure to Open source tools. Skills and Competencies: Good communication, interpersonal and listening skills, Telephone etiquette; Computer literacy (MS Windows and MS Office). Ability to work under pressure and to solve problems; Accuracy and attention to detail.
<u>DUTIES</u>	:	Provide ICT support to SAJEL governance structures officials, Educators and Facilitators. Manage virtual judicial training platforms, eg Zoom and MS Teams. Provide support for the design and production of online SAJEL publications. Create

- online profiles for all Educators and Facilitators. Create and manage SAJEI online database.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
- POST 09/77** : **CONTRACT SUPPLY CHAIN PRACTITIONER REF NO: 2021/45/OCJ**
(Contract valid until 31 March 2022)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
A three (3) year National Diploma/Degree in Public Administration Management, Finance management, Logistics Management, Procurement or any Supply Chain Management related qualification. A minimum of three (3) years' relevant experience in Supply Chain Management and Assets Management. A valid driver's licence. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written). Understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations. Problem solving skills. Ability to work under pressure and ability to work individually and within a team. Sound organising and planning skills. Customer orientation and leadership abilities.
- DUTIES** : Receive request for quotations from different components. Overseeing the process of sourcing quotes. Maintain supplier database in compliance with Supply Chain Management policies. Provide administrative support to National Office control committees. Ensure that the procurement of goods and services are within respective delegation of authority. Verify allocations, items and amounts of the requisition before processing. Approve manual requisitions for LP services within respective delegation of authority. Verify allocations, items and amounts of the requisitions before processing. Ensure all open orders and requisition are cleared on monthly basis. Ensure that invoices are paid within 30 days as prescribed. Monitor that stores items are issued to end users. Updating replenishment and stock takes are conducted. Coordinate and monitor the administration of contracts. Coordinates and ensure the monitoring of commitments. Coordinate the provision of logistics services and store management services. Ensure the maintenance of the departmental owned and leased asset registers for National Office. Coordinate the verification of assets. Assist with the resolution of audit queries from internal and external audits on assets and supply chain management.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
- POST 09/78** : **CONTRACT STATE ACCOUNTANT: SCM REF NO: 2021/46/OCJ**
(Contract valid until 31 March 2022)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Provincial Service Centre
A three (3) year National Diploma/Degree in Supply Chain Management or relevant equivalent qualification; At least (3) years relevant experience in Supply Chain Management and Assets Management; A valid Driver's licence. Skills and Competencies: Computer literacy; Excellent communication skills (verbal and written); Understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations; Problem solving skills; Ability to work under pressure and ability to work individually and within a Team; Sound organising and planning skills; Customer orientation and leadership abilities.
- DUTIES** : Keep and update all records on assets register; Barcode all newly acquired assets. Conduct quarterly assets verifications and ensure that assets condition in the register 2 matches the condition of its existence; Identify assets for disposal and facilitate the transfer thereof; Assists with reconciliation of the JYP assets register. Maintain and update contract/lease register; Monitor expiring contracts and advise. Capture and update contract register, lease compliance certificates and keep addendums; Facilitate and convene service provider meetings. Facilitate and initiate stocktaking, ensure the release of purchase orders immediately to avoid late payments within 30 days. Provisioning administration and supply chain management.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 09/79** : **CONTRACT CHIEF ACCOUNTING CLERK REF NO: 2021/47/OCJ**
(Contract valid until 31 March 2022)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Provincial Service Centre
	:	A three (3) year National Diploma/Degree in Public Administration Management, Finance management, Logistics management, procurement or any supply chain Management related qualification. At least three years' relevant experience in Supply chain management and Assets management. A valid driver's licence. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written). Understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations. Problem solving skills. Ability to work under pressure and ability to work individually and within a team. Sound organising and planning skills. Customer orientation and leadership abilities
<u>DUTIES</u>	:	Receive request for quotations from different components. Overseeing the process of sourcing quotes. Maintain supplier database in compliance with supply chain management policies. Provide administrative support to provincial control committees. Ensure that the procurement of goods and services are within respective delegation of authority. Verify allocations, items and amounts of the requisition before processing. Approve manual requisitions for LP services within respective delegation of authority. Verify allocations, items and amounts of the requisitions before processing. Ensure all open orders and requisition for the province are cleared on monthly basis. Ensure that invoices are paid within 30 days as prescribed. Monitor that stores items are issued to end users. Updating replenishment and stock takes are conducted. Coordinate and monitor the administration of contracts. Coordinates and ensure the monitoring of commitments. Coordinate the provision of logistics services and store management services. Ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the province. Coordinate the verification of assets across all superior courts in the province. Assist with the resolution of audit queries from internal and external audits on assets and supply chain management.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 09/80</u>	:	<u>CONTRACT LEGAL ADMINISTRATIVE OFFICER REF NO: 2021/48/OCJ</u> (Contract valid until 31 March 2022)
<u>SALARY</u>	:	R257 508 per annum (MR3) plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Labour And Labour Appeals Court: Johannesburg
	:	An LLB degree or a four-year legal qualification. The following will serve as an added advantage: A minimum of five years' post qualification legal experience and experience in the field of Constitutional law and human rights. The following will add as recommendation: Knowledge of legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act, and Regulations, Diversity management as well as transformation equity within the public service, proven ability to execute high level description and provide feedback, knowledge of communication systems. Skills and Competencies: Knowledge of promotion of Access to information Act, 2000(Act No.2 of 2000) and its application. Effective communication and presentation skills. Leadership skills, teambuilding skills. Interpersonal relations. Conflict and knowledge management skills. Analytical thinking skills. Technical judgement. Project management skills. Research skills. Managerial skills.
<u>DUTIES</u>	:	Effectively and efficiently correspondence with public private body and various other stakeholders. Research and retrieve material for library accessible to the court physically and electronically. Proofreading and side checking of all draft judgements. Draft legal documents and give legal advice to the Region regarding the interpretation and execution of powers and legal matters. Respond to petitions, representations and complaints from civil society and other Government Departments. Liaise with other departments, prosecutors, judiciary and communities' oath the programmes around crime prevention. Prepare memorandum for appointment of commissioner of oath, appraisers and justice of peace. Recover the smooth functioning of specialised courts and municipal court in the Province i.e Sexual offences, family, equity community court awareness campaign on legislation administered by the Department. Support the courts regarding quasi-judicial functions.
<u>ENQUIRIES</u>	:	Gauteng: Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 09/81</u>	:	<u>CONTRACT JUDGES SECRETARY REF NO: 2021/49/OCJ (X5 POSTS)</u> (Contract valid until 31 March 2022)
<u>SALARY</u>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division: Pretoria/ Johannesburg

<u>REQUIREMENTS</u>	:	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. 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.
<u>DUTIES</u>	:	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. Arrange and diarize appointments and meetings for 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, documents and provide copies of documents to the Registrar. Perform digital recording of Court proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. 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 receptions for the Judge and his or her visitors and attend to their need. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with Prescripts, Departmental policies, Procedures and Guidelines.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 09/82</u>	:	<u>ACCOUNTING CLERK REF NO: 2021/50/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade twelve (12) with Accounting as a passed subject. A three-year National Diploma (NQF Level 6) In Accounting will serve as an added advantage. Zero (0) - two (2) years' experience in salary and payroll environment. Skills and Competencies: Good communication skills (verbal and written). Excellent organisational and planning skills. Good interpersonal skills. Proven Computer Literacy, including MS Word & MS Excel. Be able to pay attention to detail and work within deadlines. Ability to adapt to Change (Flexibility). Ability to interpret Policies and Legislations. Client and customer orientated. Ability to analyse information, identify and solve problems, reason logically, and to work under pressure.
<u>DUTIES</u>	:	Debts administration. Journal Processing and BAS payments. Tax administration. Filing of documents. Capturing of Judges salary related transactions.
<u>ENQUIRIES</u>	:	Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
<u>POST 09/83</u>	:	<u>CONTRACT SUPPLY CHAIN CLERK REF NO: 2021/51/OCJ</u> (Contract valid until 31 March 2022)
<u>SALARY</u>	:	R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. A three (3) year National Diploma/Degree in Public Administration Management/ Finance Management/ Logistics Management/ Procurement or any Supply Chain Management related qualification will serve as an added advantage. Relevant experience in Supply Chain Management environment. Skills and Competencies: Ability to operate office equipment. Ability to work independently and meet deadlines. Ability to work under pressure, work in a team and prepared to work overtime when required. Excellent analytical, planning, organizational skills. Good interpersonal relations. Effective communication skills (written and verbal). Computer literacy. Job Knowledge. Communication skills. Flexibility. Accuracy. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks.
<u>DUTIES</u>	:	Capturing and processing of invoices. Supplier payments as well expediting of Government orders. Provide administrative procurement support to all stakeholder. Receive and assess quotations. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System, ensure that all relevant forms are attached, Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM

		<p>policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items and perform other duties as delegated by the supervisor. Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774</p>
<u>ENQUIRIES</u>	:	
<u>POST 09/84</u>	:	<u>CONTRACT ADMINISTRATION CLERK: HRM&D REF NO: 2021/52/OCJ</u> (Contract is valid until 31 March 2022)
<u>SALARY</u>	:	R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. A three (3) year National Diploma/Degree in HRM, Public Administration or equivalent qualification in Human Resource Management and Development environment will serve as an added advantage. Relevant experience in Human Resource Management and Development environment. Skills and Competencies: Good Communication skills, Planning and organising skills, Good interpersonal skills, Computer literacy including MS word, EXCEL and PowerPoint, Be able to pay attention to detail and work within deadlines, Knowledge of HRM/D Legislations and Policies, Knowledge and understanding of concepts of HRD and PMDS, Ability to adapt to Change, Ability to interpret Policies and Legislation, Client and customer orientated, Ability to analyse information, Identify and solve problems, logically and Ability to work under pressure.
<u>DUTIES</u>	:	Assist to coordinate and administer Human Resource Management and Development in the Department; Administer internal Bursaries in the Department; Assist to coordinate and develop the Departmental Induction and Compulsory Induction Programme database; Render PMDS administration.
<u>ENQUIRIES</u>	:	Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
<u>POST 09/85</u>	:	<u>CONTRACT HUMAN RESOURCE OFFICER REF NO: 2020/53/OCJ</u> (Contract valid until 31 March 2022)
<u>SALARY</u>	:	R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge of PERSAL system. Knowledge of the prescripts regulating Human Resources. Skills and Competencies: Good communication skills (written and verbal). Computer literacy (MS Office; PERSAL experience). Good Interpersonal Relations, Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and Good organising skills.
<u>DUTIES</u>	:	Implementation of transaction on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection, etc; Keep statistics of all activities and report accurate statistics to supervisors. Assist with all administrative duties of Human Resources Component and respond to clients queries.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No. (051) 406 8191
<u>POST 09/86</u>	:	<u>CONTRACT ACCOUNTING CLERK</u> (Contract valid until 31 March 2022)
<u>SALARY</u>	:	R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand, (Payroll) Ref No: 2021/54/OCJ Gauteng Provincial Service Centre Ref No: 2021/55/OCJ
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. A three-year National Diploma (NQF Level 6) In Accounting will serve as an added advantage. Relevant experience in payroll environment. Skills and Competencies: Good communication skills. Planning and organising skills. Attention to detail and work within deadlines Proven Computer literacy, including MS Word & MS Excel.
<u>DUTIES</u>	:	Capturing S&T Claims. Sorting of all Payroll Certificates according to various pay points filling of documents. Capturing Salary related transactions.
<u>ENQUIRIES</u>	:	National Office - Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774 Gauteng - Ms T Mbalekwa Tel No: (011) 335 0404

- POST 09/87** : **CONTRACT ADMINISTRATION SUPPORT CLERK (X20 POSTS)**
(Contract is valid until 31 March 2022)
- SALARY** : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand - Service Delivery Improvement Ref No: 2021/56/OCJ (X1 Post)
National Office: Midrand - Sajej Ref No: 2021/57/OCJ (X1 Post)
National Office: Midrand - Fleet Management Ref No: 2021/58/OCJ (X1 Post)
Pietermaritzburg High Court Ref No: 2021/59/OCJ (X1 Post)
Kwa-Zulu Natal Provincial Service Centre Ref No: 2021/60/OCJ (X1 Post)
Free State High Court Ref No: 2021/61/OCJ (X2 Posts)
North West High Court Ref No: 2020/62/OCJ (X3 Posts)
Gauteng Division: Pretoria Ref No: 2020/63/OCJ (X8 Posts)
Gauteng Provincial Service Centre Ref No: 2020/64/OC (X2 Posts)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Planning and Organisation; Language; Good verbal and written communication.
- DUTIES** : Maintain high levels of professionalism and render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
Pietermaritzburg - Ms L Marrie Tel No: (031) 372 3176
North West - Mr OPS Sebatso Tel No: (018) 397 7114
Gauteng - Ms T Mbalekwa Tel No: (011) 355 0404
Free State - Ms M Luthuli Tel No: (051) 406 8191
- POST 09/88** : **CONTRACT ADMINISTRATION CLERK: DCRS REF NO: 2021/65/OCJ**
(Contract is valid until 31 March 2022)
- SALARY** : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pietermaritzburg High Court
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Word). Good problem solving skills. Accuracy and attention to detail. Operational knowledge of operating DCRS/CRT machine.
- DUTIES** : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3176
- POST 09/89** : **CONTRACT ASSET CONTROLLER REF NO: 2021/66/OCJ**
(Contract is valid until 31 March 2022)
- SALARY** : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Experience in Asset Management will serve as an added advantage. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public Sector procurement process, rules and regulation. Skills and Competencies: Accuracy and attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organizational skills. Good Interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
- DUTIES** : Physical verification of all movable assets and Library Books. Identify assets to be disposed and prepare submission to the Provincial Disposal Committee. Facilitate

the removal of disposed assets from the premises. Retire approved assets on the JYP asset register system. Maintain a file for disposed assets. Reconcile the asset register against the scanned data. Update verification result onto the JYP system (description, custodian, location, condition and serial number. Identify, asset not recorded on the register facilitate uploading thereof. Identify, report and investigate unverified assets and advise Court Manager on corrective action to be taken. Ensure that all verification result have been successfully updated onto JYP. Monthly confirmation of the lease register and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.

- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
- POST 09/90** : **CONTRACT ADMINISTRATION CLERK: HELP DESK (X2 POSTS)**
(Contract is valid until 31 March 2022)
- SALARY** : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand Ref No: 2021/67/OCJ
Gauteng Division: Pretoria Ref No: 2021/68/OCJ
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. A three (3) year National Diploma (NQF Level 6)/ A Degree/ in the field of ICT will serve as an added advantage. Experience in ICT environment will serve as an added advantage. Skills and Competencies: Good communication, interpersonal and listening skills, Telephone etiquette; Computer literacy (MS Windows and MS Office). Ability to work under pressure and to solve problems; Accuracy and attention to detail.
- DUTIES** : Maintain high levels of professionalism and maintain a helpful attitude. Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk software application Unlock accounts and Resets Passwords. Answer IT helpdesk telephone calls and emails and correctly/accurately allocate to the correct IT technician / team for resolution Monitor logged service requests with specific reference to high priority calls. Become familiar with helpdesk policies and service level agreements. Assist in follow up of calls that are out of SLA.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
Gauteng - Ms T Mbalekwa Tel No: (011) 335 0404
- POST 09/91** : **CONTRACT REGISTRAR'S CLERK (X4 POSTS)**
(Contract is valid until 31 March 2022)
- SALARY** : R173 703.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Pretoria Ref No: 2021/69/OCJ (X2 Posts)
Supreme Court of Appeal Ref No: 2021/70/OCJ (X1 Post)
Free State High Court Ref No: 2021/71/OCJ (X1 Post)
- REQUIREMENTS** : Grade 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 procedure.
- 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; 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 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; 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** : Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404
- POST 09/92** : **DATA CAPTURER REF NO: 2021/72/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer Literacy (Microsoft Office). Good communication skills. Good interpersonal relation

- skills. Service orientated. Results driven. Analytical skills. Excellent organisational and planning skills.
- DUTIES** : Receiving of matters that are filed at the General Office. Allocation of case numbers. Registering such in the case registers and maintenance thereof. Capturing of cases and maintenance of the electronic registers. Compilation of daily, weekly, monthly, quarterly and annual case statistics. Record management and safe custody thereof.
- ENQUIRIES** : Mr M Ngonyama Tel No: (011) 359 7590
- POST 09/93** : **CONTRACT DATA CAPTURER (X3 POSTS)**
(Contract is valid until 31 March 2022)
- SALARY** : R145 281 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand HRM&D Ref No: 2021/73/OCJ (X2 Posts)
Supreme Court of Appeal: Bloemfontein Ref No: 2021/74/OCJ (X1 Post)
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Experience in data capturing will serve as an added advantage. Skills and Competencies: Good communication skills (verbal and written). Job Knowledge. Planning and organisation skills. Flexibility. Team work. Good interpersonal relations. Advanced computer skills and ability to work under pressure.
- DUTIES** : Provide administration support service. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet. Generate spreadsheets. Update the system on all data sets. Validate and review data (for quality purpose) to ensure correctness, completeness and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing in the Human Resource Management and Development component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data and errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191
- POST 09/94** : **CONTRACT TYPIST (X2 POSTS)**
(Contract is valid until 31 March 2022)
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Pretoria Ref No: 2021/75/OCJ
Pietermaritzburg High Court Ref No: 2021/76/OCJ
- REQUIREMENTS** : Grade 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). Accuracy and attention to details. Good interpersonal relations. Planning and organization skills. Ability to work under pressure. Telephone etiquette. Flexibility.
- DUTIES** : Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums. Operating fax machine and photocopy machine and updating of the registers. Operating the switchboard and rendering Court services. Attend to queries and perform other administration duties as may be allocated from time to time.
- ENQUIRIES** : Gauteng - Ms T Mbalekwa Tel No: (011) 355 0404
Pietermaritzburg - Ms L Marrie Tel No: (031) 372 3176
- POST 09/95** : **CONTRACT MESSENGER REF NO: 2021/77/OCJ**
(Contract is valid until 31 March 2022)
- SALARY** : R122 595 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour And Labour Appeals Court: Johannesburg,
- REQUIREMENTS** : A Grade 12/ equivalent qualification. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and Analysis. Time Management. Client Orientation and Customer Focus. Report writing skills. Negotiation skills. Communication skills. Attention to detail. Good interpersonal skills. Initiative driven and Flexibility.

- DUTIES** : Escorting of Judges' to the courtrooms. Rendering of administrative support functions to the Judges' and the court room crew. Maintenance of Courtrooms' 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.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404

GRADUATE INTERNSHIP PROGRAMME FOR 2021/2023 (24 MONTHS)

The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an Internship programme in the 2021/2023 financial year. Applicants must be unemployed graduate and never participated in an internship programme previously, aged between 20–35 years and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Persons with Disabilities.

- APPLICATIONS** : **National Office (Midrand)/** Constitutional Court: Braamfontein: 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.
- Eastern Cape/** Port Elizabeth/ Grahamstown/ Bisho/ Umthatha/ East London: 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
- Free State/** Supreme Court of Appeal: 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, 9301
- Gauteng (Provincial Centre) /**Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- Kwazulu-Natal/ Durban/ Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban
- Limpopo/ Polokwane/ 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. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699
- Mpumalanga/ Middelburg/ Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley
- North West/ Mmabatho/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho
- 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
- NOTE** : 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: Matric certificate, academic qualifications with academic

transcripts (academic record) and ID. Candidates wishing to apply for an Internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (360 credits). All appointments for internship are subject to the verification and pre-screening process. OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

POST 09/96

INTERNSHIP PROGRAMME: COURT ADMINISTRATION (X45 POSTS)

STIPEND CENTRE

: R6 083.per month
 : National Office – Legal Services Ref No: 2021/57CA/OCJ (X1 Post)
 Bisho High Court Ref No: 2021/58CA/OCJ (X2 Posts)
 East London High Court Ref No: 2021/59CA/OCJ (X2 Posts)
 Grahamstown High Court Ref No: 2021/60CA/OCJ (X2 Posts)
 Port Elizabeth High Court Ref No: 2021/61CA/OCJ (X2 Posts)
 Mthatha High Court Ref No: 2021/62CA/OCJ (X2 Posts)
 Free State High Court Ref No: 2021/63CA/OCJ (X2 Posts)
 Johannesburg High Court Ref No: 2021/64CA/OCJ (X3 Posts)
 Labour And Labour Appeals Court - Johannesburg Ref No: 2021/65CA/OCJ (X2 Posts)
 Land Claims Court - Randburg Ref No: 2021/66CA/OCJ (X2 Posts)
 Pretoria High Court Ref No: 2021/67CA/OCJ (X3 Posts)
 Durban High Court Ref No: 2021/68CA/OCJ (X2 Posts)
 Pietermaritzburg High Court Ref No: 2021/69CA/OCJ (X2 Posts)
 Durban Labour Court Ref No: 2021/70CA/OCJ (X2 Posts)
 Polokwane High Court Ref No. 2021/71CA/OCJ (2 Posts)
 Thohoyandou High Court Ref No: 2021/72CA/OCJ (X2 Posts)
 Mbombela High Court Ref No: 2021/73CA/OCJ (X2 Posts)
 Middelburg High Court Ref No: 2021/74CA/OCJ (2 Posts)
 Mmabatho High Court Ref No: 2021/75CA/OCJ (X2 Posts)
 Western Cape High Court Ref No: 2021/76CA/OCJ (X2 Posts)
 Western Cape Labour Court Ref No: 2021/77CA/OCJ (X2 Posts)
 Kimberley High Court Ref No: 2021/78CA/OCJ (X2 Posts)

REQUIREMENTS

: A three year NQF Level 6/Degree in study field of Law (Law graduates), Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES

: National Office: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
 Eastern Cape -Port Elizabeth/ Grahamstown/ Bisho/ Umthatha/ East London: Mr S Mponzo Tel No: (043) 726 5217
 Free State: Ms M Luthuli Tel No. (051) 406 8191
 Land Claims Court (Randburg)/ Johannesburg High Court / Pretoria High Court/ Labour and Labours Appeals Court - Johannesburg: Ms T Mbalekwa Tel No: (011) 335 0404
 Kwazulu-Natal/ Durban/ Pietermaritzburg: Ms L Marrie Tel No: (031) 372 3176
 Middelburg/ Mbombela: Mr V Maeko Tel No: (013) 758 0000
 Mmabatho: Mr OPS Sebatso Tel No: (018) 397 7114
 Polokwane: Mr T Masemola Tel No. (015) 230 4000/4051/4008
 Western Cape: Ms M Baker Tel No: (021) 469 4000

POST 09/97

INTERNSHIP PROGRAMME: ADMINISTRATION (X14 POSTS)

STIPEND CENTRE

: R6 083.per month
 : National Office: Midrand Judicial Support Ref No: 2021/80AD/OCJ (1 Post)
 National Office: Midrand Chief Director's Office: Court Administration Ref No: 2021/81AD/OCJ (X2 Posts)
 Mpumalanga Provincial Service Centre Ref No: 2021/82AD/OCJ (X1 Post)
 Limpopo Provincial Service Centre Ref No: 2021/83AD/OCJ (X1 Post)
 Gauteng Provincial Service Centre Ref No: 2021/84AD/OCJ (X1 Post)
 Western Cape Provincial Service Centre Ref No: 2021/85AD/OCJ (X2 Posts)
 Kwa-Zulu Natal Provincial Service Centre Ref No: 2021/86AD/OCJ (X1 Post)
 Eastern Cape Provincial Service Centre Ref No: 2021/87AD/OCJ (X1 Post)

		Northern Cape Provincial Service Centre Ref No: 2021/88AD/OCJ (X1 Post) Free State Provincial Service Centre Ref No: 2021/89AD/OCJ (X2 Posts) North West Provincial Service Centre Ref No: 2021/90AD/OCJ (X1 Post) Supreme Court of Appeal: Bloemfontein Ref No: 2021/91AD/OCJ (X1 Post) Constitutional Court: Braamfontein Ref No: 2021/92AD/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Public Administration/Administration/Public Management, Skills and Competencies: Good communication skills (written and verbal) and time management skills.
<u>ENQUIRIES</u>	:	National Office: Ms S Tshidino Tel No: (010) 493 2500/33 Eastern Cape: Mr S Mponzo Tel No: 043 726 5217 Free State/ Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191 Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404 Kwazulu-Natal: Ms L Marrie Tel No: (031) 372 3176 Mpumalanga: Mr V Maeko Tel No: (013) 758 0000 Polokwane: Mr T Masemola Tel No. (015) 230 4000/4051/4008 Western Cape: Ms M Baker Tel No: (021) 469 4000 North West: Mr OPS Sebatatso Tel No: (018) 397 7114 Northern Cape: Ms S Ruthven Tel No. (053) 807 2733 Constitutional Court: Braamfontein - Mr M Ngonyama Tel No: (011) 359 7590
<u>POST 09/98</u>	:	<u>INTERNSHIP PROGRAMME: COMMUNICATION (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6 083.per month National Office: Ref No: 2021/93COM/OCJ A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Communications/Media Studies/Journalism/ Marketing/Internal Article Publications/ Public Relation/ Graphic Design. Skills and Competencies: Good communication skills (written and verbal) and time management skills.
<u>ENQUIRIES</u>	:	Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
<u>POST 09/99</u>	:	<u>INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 2021/94SCM/OCJ (X1 POST)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6 083.per month National Office: Midrand A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Logistics/ Procurement/ Public Management/ Supply Chain Management. Skills and Competencies: Good communication skills (written and verbal) and time management skills.
<u>ENQUIRIES</u>	:	Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
<u>POST 09/100</u>	:	<u>INTERNSHIP PROGRAMME OUTH AFRICAN JUDICIAL EDUCATION INSTITUTE (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6 083.per month National Office: Midrand – Research Ref No. 2021/95LS/OCJ (X1 Post) National Office: Midrand – E-Learning Ref No. 2021/96LS/OCJ (X1 Post) National Office: Midrand – Judicial Education Ref No. 2021/106JE/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	Research - A three-year NQF Level 6/Degree in study field of Law (Law graduates). E-Learning - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in the field of ICT. Judicial Education - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Training Management/ Administration/ Events Management. Skills and Competencies: Good communication skills (written and verbal) and time management skills.
<u>ENQUIRIES</u>	:	Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
<u>POST 09/101</u>	:	<u>INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (X6 POSTS)</u>
<u>STIPEND CENTRE</u>	:	R6 083.per month National Office: Midrand - Capacity and Organisational Development Ref No: 2021/97HRM/OCJ (X2 Posts) National Office: Midrand - Human Resources Practices Ref No: 2021/98HRM/OCJ (X2 Posts) National Office: Midrand – Employee Relations Ref No: 2021/99HRM/OCJ (X1 Post) National Office: Midrand – Employment Equity Ref No: 2021/79HRM/OCJ (X1 Post)

- REQUIREMENTS** : Capacity and Organisational Development - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Organisational Design/ Management Services/ Industrial Engineering/ Operations/Production Management/ Industrial Psychology/ Human Resources Practices - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Human Resource Management/ Public Management Employee Relations - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Labour Relations/ Social Studies / Labour Law/ LLB. Skills and Competencies: Good communication skills (written and verbal) and time management skills. Employment Equity: A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Human Resource Management/ Public Management /Informatics. Skills and Competencies: Good communication skills (written and verbal) and time management skills. Skills and Competencies: Good communication skills (written and verbal) and time management skills.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
- POST 09/102** : **INTERNSHIP PROGRAMME: FACILITY AND SECURITY MANAGEMENT (X2 POSTS)**
- STIPEND CENTRE** : R6 083.per month
: National Office: Midrand – Facility Management Ref No: 2021/100FSM/OCJ (x1 Post)
: National Office: Midrand – Security Management Ref No: 2021/101FSM/OCJ (x1 Post)
- REQUIREMENTS** : Facility Management - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Facilities Management/ Facilities Maintenance Management. Security Management - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Security Management/ Policing/ Correctional Services Management. Skills and Competencies: Good communication skills (written and verbal) and time management skills.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
- POST 09/103** : **INTERNSHIP PROGRAMME, INTERNAL AUDITING/ RISK MANAGEMENT (X3 POSTS)**
- STIPEND CENTRE** : R6 083.per month
: National Office: Midrand - Internal Audit Ref No: 2021/102AUD/OCJ (x1 Post)
: National Office: Midrand - Risk Management Ref No: 2021/103AUD/OCJ (x2 Posts)
- REQUIREMENTS** : Internal Audit - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Internal Auditing. Risk Management - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Risk Management Skills and Competencies: Good communication skills (written and verbal) and time management skills.
- ENQUIRIES** : Ms S Tshidino Tel No: (010) 493 2500/33
- POST 09/104** : **INTERNSHIP PROGRAMME, STRATEGY AND SERVICE DELIVERY PLANNING AND MONITORING AND EVALUATION (X2 POSTS)**
- STIPEND CENTRE** : R6 083.per month
: National Office: Midrand Strategy and Service Delivery Planning Ref No: 2021/104STR/OCJ (X1 Post)
: National Office: Midrand Monitoring and Evaluation Ref No: 2021/105STR/OCJ (X1 Post)
- REQUIREMENTS** : Public Administration/ Administration/ Commerce/ Strategic Management and Planning/ Developmental Studies/ Social Science. Skills and Competencies: Good communication skills (written and verbal) and time management skills.
- ENQUIRIES** : Ms S Tshidino Tel No: (010) 493 2500/33
- POST 09/105** : **INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT REF NO: 2021/107ISS/OCJ (X1 POST)**
- STIPEND CENTRE** : R6 083.per month
: National Office: Midrand
- REQUIREMENTS** : A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Office Management/Information Management and Technology/Public/Business Administration/ Management Assistant. Skills and Competencies: Good communication skills (written and verbal) and time management skills.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/106 : **INTERNSHIP PROGRAMME, INFORMATION COMMUNICATIONS TECHNOLOGY (X12 POSTS)**

STIPEND CENTRE : R6 083.per month
: National Office: Midrand ICT (Support) Ref No: 2021/108ICT/OCJ (X1 Post)
National Office: Midrand ICT (Office Administration) Ref No: 2021/109ICT/OCJ (X2 Posts)
Port Elizabeth High Court Ref No: 2021/110ICT/OCJ (X1 Post)
Mthatha High Court Ref No: 2021/111ICT/OCJ (X1 Post)
Johannesburg High Court Ref No: 2021/112ICT/OCJ (X1 Post)
Pretoria High Court Ref No: 2021/113ICT/OCJ (X1 Post)
Thohoyandou High Court Ref No: 2021/114ICT/OCJ (X1 Post)
Mpumalanga High Court - Mbombela Ref No: 2021/115ICT/OCJ (X1 Post)
North West High Court Ref No: 2021/116ICT/OCJ (X1 Post)
Kimberley High Court Ref No: 2021/117ICT/OCJ (X1 Post)
Supreme Court of Appeal: Bloemfontein Ref No. 2021/118ICT/OCJ (X1 Post)

REQUIREMENTS : A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in the field of ICT. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES : National Office - Ms S Tshidino Tel No: (010) 493 2500/33
Port Elizabeth/ Mthatha: Mr S Mponzo Tel No: 043 726 5217
Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191
Johannesburg / Pretoria: Ms T Mbalekwa Tel No: (011) 335 0404
Mbombela: Mr V Maeko Tel No: (013) 758 0000
Mmabatho: Mr OPS Sebatso Tel No: (018) 397 7114
Thohoyandou: Mr T Masemola Tel No: (015) 230 4000/4051/4008
Kimberley: Ms S Ruthven Tel No: (053) 807 2733